



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0066  
PUBLIC WORKS  
UTILITIES TECHNICIAN ASSISTANT

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|----------------------------|--------------------------------|------------------------|-------------------|
| <b>Position Title:</b>     | Utilities Technician Assistant | <b>Pay Level:</b>      | \$14.07 - \$21.11 |
| <b>Position Open Date:</b> | 10/18/2023 - Until Filled      | <b>Department:</b>     | Public Works      |
| <b>Position Status:</b>    | Full-Time                      | <b>Classification:</b> | Non-Exempt        |
| <b>Supervisor:</b>         | General Supervisor             | <b>Location:</b>       | Public Works      |

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**POSITION SUMMARY:**

Responsible for performing a variety of tasks involving strenuous manual labor in utility projects; provides assistance with site preparation and maintenance, to other utility technician workers.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbents may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School diploma or General Equivalency Diploma (GED).

**REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Level One Water Certification is required within one year.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Strength and mobility to work in a typical agricultural setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50

pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to performance under adverse environmental conditions.

**ESSENTIAL FUNCTIONS:**

- Cleans and prepares sites; digs trenches; sets braces to support the sides of excavations; erects scaffolding; cleans up rubble and debris and removes waste materials.
- Assists other utility technician workers.
- Maintains a clean job site: pick up all tools and equipment and secure job site each day in order to eliminate potential hazards.
- Loads and unloads trucks and hauls and hoists materials.
- Operates and maintains a variety of hand and power tools.
- Observe safe work methods and uses safety equipment.
- Maintains basic records of work performed.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

**REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Basic records management principles and practices.

Skill in:

- Safely using and maintaining hand and power tools related to the work.
- Reading and interpreting standard plans, maps, and instructions.
- Understanding and following oral and written directions.
- Preparing basic records and reports of work performed.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Recognizing common plant and insect pests.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**