



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0063  
PUBLIC WORKS  
FACILITIES TECHNICIAN

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<b>Position Title:</b>	Facilities Technician	<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:**

Performs maintenance duties of all tribal facilities, buildings, and grounds.

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:**

Must have a valid driver's license. Position subject to a Motor Vehicle Reference check. Must have own transportation. Must be willing to work after hours and on weekends.

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); AND one (1) year of experience and /or training to successfully perform the essential duties of the job.

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

New Mexico Driver's License  
Background Investigation

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

- Ability to lift and manipulate heavy objects.
- Independently lift and move materials weighing up to 65 pounds and with assistance up to 100 pounds.
- Work effectively as part of a crew or independently when necessary.
- Remain alert and focused on duties and be conscious of potential hazards in order to maintain a safe working environment.

- Work safely around buildings on a daily basis.
- Climb ladders and buildings up to 35 feet in height.

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.

**ESSENTIAL FUNCTIONS:**

- Performs maintenance on facility systems to provide a continuous supply of heat, electric power, gas, and propane required for operation.
- Performs minor carpentry duties such as structural repairs to tribal building, remodeling of offices, painting, etc.
- Performs preventive maintenance for all tribal facilities equipment such as cooling & heating equipment/system.
- Performs routine landscape care for tribal facilities, including removal of snow & debris from sidewalks and grounds.
- Notifies supervisor of major repairs such as addition to lighting, electrical, heating & ventilating.
- Operates a light-duty truck and dump truck including inspecting all vehicles for safety and proper operating condition.
- Performs other duties as assigned by supervisor.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to interpret routine instructions furnished in written oral diagram, or schedule form.
- Ability to communicate in both oral and written form.
- Skill in the use of hand and power tools applicable to trade.
- Ability to understand, follow, and enforce safety procedures.
- Ability to analyze and solve problems.
- Ability to work as a team for the management and direction of the Department.
- Read and understand materials such as safety manuals, operating manuals, equipment manuals, work orders, and complaint forms.
- Read and use basic blueprints, maps, and schematic diagrams.
- Communicate effectively and courteously with supervisor, co-workers, and the public.
- Follow written and oral instructions.
- Work safely in and around cooling & heating units.

**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**