



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-008
NATURAL RESOURCES DEPARTMENT
GREEN WASTE ATTENDANT

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|----------------------------|-------------------------------|------------------------|------------------|
| Position Title: | Green Waste Attendant | Pay Level: | \$18.00-\$20.00 |
| Position Open Date: | 2/11/2026-Until Filled | Classification: | Non-Exempt |
| Position Status: | Part-Time | Location: | Transfer Station |
| Supervisor: | Environmental Program Manager | | |

POSITION SUMMARY:

Responsible for assisting with the operation, maintenance, and monitoring of the Pueblo's ash pit and green waste areas in the support of solid waste Transfer Station operations.

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. Incumbent 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 TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification within ninety (90) days of date of employment

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 enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical maintenance 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 and exposure to chemicals, biohazards and electrical currents.

ESSENTIAL FUNCTIONS:

- Monitor and manage the ash pit and green waste areas to ensure proper disposal in accordance with Pueblo policies, safety standards, and environmental regulations.
- Direct community members and visitors to appropriate disposal areas and provide basic instructions for safe and proper unloading of ash and green waste.
- Inspect incoming materials to prevent prohibited or hazardous waste from being disposed of in the ash pit or green waste areas.
- Perform routine site maintenance, including raking, removal of debris, and general housekeeping to maintain a safe and orderly area.
- Assist with fire prevention measures by monitoring ash disposal area for heat, smoke, or other fire hazards and reporting concerns immediately to supervisors.
- Maintain awareness of weather conditions and adjust operations as needed to ensure safety.
- Report equipment issues, site hazards, or maintenance needs to the supervisor.
- Follow established safety procedures, as they are developed or implemented.
- Participate in safety training and comply with safety requirements as they are developed or implemented.
- Monitors for hot ashes and ensures waste is not burned.
- Maintains all rules posted and set by the Pueblo of Jemez; prevents the use of the transfer station by unauthorized individuals.
- Assist with the opening and closing procedures for the ash pit and green waste areas as directed.
- Reports all violations to immediate supervisor.
- Maintain equipment, materials and supplies in proper condition.
- Observes safe working practices, including maintaining grounds in a safe condition.
- Ensures the safety of residential and commercial drivers while disposing solid waste material.
- Maintains a variety of records; makes periodic and special reports or 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:

- Basic computer skills in Microsoft Office, Excel, Power Point and Email Outlook.
- Use and minor maintenance of hand and power tools and equipment used in the work.
- Safe work methods and safety regulations pertaining to the work.
- Basic records management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Safely using and maintaining hand and power tools related to the work.
- 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.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024