



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-032
PUBLIC WORKS
FACILITIES TECHNICIAN

Position Title:	Facilities Technician	Pay Level:	\$20.13-\$30.20
Position Open Date:	5/12/2026-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Public Works
Supervisor:	Facilities Supervisor		

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

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR and First aid training within 6 months 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.

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 to maintain a safe working environment. Climb ladders and buildings up to 35 feet in height. Work safely around buildings on a daily basis.

ESSENTIAL FUNCTIONS:

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

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to interpret routine instructions furnished in written oral diagram, or schedule.
- Ability to communicate in both oral and written form.
- 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.
- Skill in the proper use of hand and power tools applicable to the trade.
- Read and understand materials such as safety manuals, operating manuals, equipment manuals and work orders.
- Read and use basic blueprints, maps, and schematic diagrams.
- Work safely in and around heating/cooling units.
- Communicate effectively and courteously with supervisors, co-workers and the public.

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