PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-072
PUBLIC WORKS
UTILITIES TECHNICIAN ASSISTANT

Position Title:	Utilities Technician Assistant	**Pay Level:**	$17.09-$25.63
Position Open Date:	11/4/2026-Until Filled	**Classification:**	Non-Exempt
Position Status:	Full-Time	**Location:**	Public Works
Supervisor:	Utilities Supervisor		

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. 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 and First Aid training within 6 months, in addition, water level 1 within a year 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 environmental conditions and exposure to chemicals, biohazards and electrical currents.

ESSENTIAL FUNCTIONS:

- Performing routine checks on utility systems, inspecting for leaks, cleaning debris, and monitoring pressure levels.
- Operating hand tools and power equipment like pumps, valves, and trenching machines under supervision to assist with repairs and installations.
- Helping technicians with repairs by isolating issues, holding tools, and providing materials as needed.
- Assisting with excavation, trenching, and backfilling during new installations or emergency repairs.
- Maintaining and organizing tools, parts, and supplies used for utility work.
- Documenting work activities, including repairs, maintenance tasks, and materials used.
- Adhering to all safety procedures, wearing appropriate protective gear, and reporting hazards.
- Interacting with customers to address basic inquires or report issues.
- 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:

- Knowledge of safety protocols relate to utility work.
- Basic records management principles and practices.
- Basic knowledge of utility systems, including their components and how they operate.
- Basic knowledge of maintenance, repairs, installations, and reading blueprints.
- Basic knowledge of using hand tools and following safety protocols.

Skill in:

- Ability to lift heavy objects, work in various weather conditions, and perform physical tasks like digging and climbing.
- Understanding of basic tools and equipment operation.
- Ability to follow instructions accurately and identify potential problems.
- Clear communications with technicians, supervisors, and customers.

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