



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT
****READVERTISMENT88**

POSTING NO: 064-16

OPENING DATE: 05/12/2016

POSITION: Facilities Coordinator
PAY GRADE: NE7 (\$13.28 to \$15.61 per hour)
FLSA STATUS: Non-Exempt

CLOSING DATE: OPEN UNTIL FILLED
POSTED: IN AND OUT

DEPARTMENT: Head Start/Early Head Start and Child Care
REPORTS TO: Director Head Start

JOB PURPOSE: Maintains all buildings, facility grounds, equipment and program vehicles for the Isleta Early Head Start, Head Start and Child Care Programs, and meets all Federal, State, Local and Tribal licensing requirements. Coordinates and completes daily van or bus routes.

Minimum Qualifications/Requirements:

- High School Diploma or GED
- Three years' experience in maintenance, general repairs, and grounds keeping.
- Bus driving experience preferred.
- Commercial Driver's License with Class B, School Bus and Passenger Endorsements.
- TIWA speaking preferred.
- CPR and First Aid Certifications, or must obtain within 90 days of employment
- Food Handlers Certification, or must obtain within 90 days of employment
- Playground Safety Certification must obtain within 90 days of employment.

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities

- Knowledge of use of maintenance tools, chemicals, cleaners and disinfectants.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of rules of the road and road signage.
- Knowledge of federal, state and local drivers and passenger service regulations.
- Knowledge of the pueblo community, surrounding areas, and the City of Albuquerque.
- Knowledge of federal and state traffic rules and regulations
- Skill in diagnosing and repair of equipment utilized.
- Skill in the safe operation of power tools and shop equipment.
- Ability to prepare and maintain work orders.
- Ability to use hand tools and electrical tools.

Readvertised 06/14/2016

- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to pass annual physical examinations.
- Ability to respond to emergency after hour calls.

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies
- Must have fingerprinting completed prior to employment.

Physical Demands:

- Stands and walk for up to 8 hours per day.
- Prolonged sitting while driving.
- Talk, hear, stoop, bend, kneeling, climbing; use hands to handle- objects, equipment, controls and reach with arms and hand; carry equipment and supplies.
- Position requires frequent lifting of 50 lbs.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.