



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PH. # 505.766.6623 FAX # 505.869.2812
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT
2nd Posting**

**POSTING DATE: 05/03/10
POSTING DATE ENDING: Until Filled
(POSTED WITHIN PUEBLO ONLY)**

TITLE: HOME CHORES/RETROFIT WORKER (Part Time-30 hours per Week)

LOCATION: ELDERLY PROGRAM

NO. OF POSITIONS: 1 R/PT

POSITION #: 23015 POSTING #: 031

STATUS: NON-EXEMPT

STARTING SALARY RANGE/GRADE: A2 - \$10.22 PER HOUR

DESCRIPTION OF WORK

General Statement of Duties: The Home Chores/Retrofit Worker is responsible for providing minor repair or chore services to elders, provides retrofit services, and completes installation of safety equipment such as grab bars, hand rails, brackets, etc.

Supervision Received: Works under the direct supervision of the Home Service Manager.

Supervision Exercised: None.

DUTIES AND RESPONSIBILITIES:

1. Inspects and diagnoses home maintenance repairs, plumbing problems or installation tasks and determines the best way to correct them.
2. Reports major repairs to the Home Services Manager.
3. Performs home chores such as carpet cleaning, floor stripping/waxing, window cleaning, ceiling or viga cleaning, etc.
4. Performs minor home repairs such as replacing window panes, door hinges, and installation of brackets, etc.
5. Replaces light bulbs and batteries.
6. Lights furnaces or stoves, and checks heating/cooling systems and make preparations for summer or winter weather.
7. Pulls weeds, shovels snow, clears walkways, etc. and hauls trash.
8. Installs grab bars, handles, and outdoor ramps.
9. Chops and stacks firewood.
10. Reports safety and health hazard concerns to his/her supervisor.
11. Travels within the reservation to elder's homes.
12. Keeps simple records of repairs and simple reports.

13. Maintains confidentiality of information.
14. Performs other duties as assigned.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

GED or High school diploma preferred with two years experience in general maintenance, minor plumbing repair, home repair, and grounds keeping. Will be required to complete home repair training with POI Housing Department or other programs when necessary.

NECESSARY SPECIAL REQUIREMENTS:

1. Tribal member with the ability to speak Tiwa preferred.
2. Knowledgeable of basic grounds keeping, general maintenance, plumbing, ad home repairs.
3. Knowledgeable of basic safe operation of tools, power tools, and grounds keeping equipment.
4. Ability to follow oral and written instructions.
5. Ability to furnish own manual tools.
6. Ability to be tactful, honest, and discreet while working in private homes.
7. Ability to be sensitive to the needs of elders and have patience and consideration for them.
8. Ability to maintain confidentiality on all matters related to elders.
9. Ability to successfully pass a thorough background investigation.
10. Must possess a NM state driver's license, which must remain valid while employed by the Pueblo of Isleta and have reliable transportation in order to drive to different job sites.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Required to lift up to 50lbs. Work is performed in indoor and outdoor settings with exposure to weather conditions and possible adverse working conditions such as heights, fumes, chemicals, dust heat, power equipment, etc. Will be required to stoop, lift, carry, climb, crouch, walk, etc. for long periods of time.

KB/VJJ/1-2-07

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE