



**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

**POSTING DATE: 06/04/10
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: MAINTENANCE TECHNICIAN/DRIVER

DEPARTMENT: DEPARTMENT OF HEADSTART, EARLY HEADSTART & CHILDCARE

LOCATION: HEADSTART FACILITY

NO. OF POSITIONS: 2

STATUS: NON-EXEMPT

POSITION #: 24044 POSTING #: 051

GRADE: A1 STARTING SALARY: \$9.21

DESCRIPTION OF WORK

General Statement of Duties: The Maintenance Technician assists the Facilities Manager in maintaining facility grounds, equipment and buildings of the Isleta Early Head Start, Head Start & Childcare Center, and completes daily van or bus routes.

Supervision Received: Works under the supervision of the Facilities Manager and the Head Start & Child Care Director.

Supervision Exercised: None.

MAINTENANCE TECHNICIAN DUTIES AND RESPONSIBILITIES:

1. Follows the Isleta Head Start Physical Environment and Facilities written plans for the compliance of Head Start Performance standards.
2. Follows all Indian Health Service, Head Start, USDA Commodities and Child & Adult Care Food Program (CACFP) guidelines and regulations.
3. Sweep and mops floors; vacuum carpeted areas; cleans and disinfects all restrooms daily.
4. Cleans outside areas of building, rake and pick-up trash; maintains parking lot and sidewalks by sweeping, and snow and ice removal
5. Performs ground-keeping chores such as weeding, watering and fertilizing plants.
6. Helps conduct routine facility maintenance/safety inspections and assures all grounds, equipment and buildings are maintained in a safe and operational manner.
7. Coordinates maintenance and repair activities with the Facilities Manager.

8. Ensures all hazardous materials are stored, secured and/or disposed of properly and are away from children's reach or access at all times.
9. Attends all training pertinent to job and the Head Start and Child Care Program.
10. Drives tribal vehicles for trash disposal and other tasks.
11. Inspects the building, grounds and equipment, and reports safety and security concerns to the Maintenance Supervisor.
12. Stocks frequently used supplies, equipment, and tools.
13. Works various shifts to include early mornings, late evenings, and occasional weekends.
14. Performs other duties as assigned.

BUS DRIVER DUTIES AND RESPONSIBILITIES:

1. Works with the Facilities Manager to develop, implement, and monitor transportation routes.
2. Transports passengers to school and destinations as scheduled and as per established safety procedures.
3. Drives 16 passenger vans or busses in all weather conditions.
4. Follows all federal, state, local and tribal traffic and safety regulations.
5. Performs preventative pre-trip and post-trip inspections on vans and busses.
6. Ensures maintenance and cleanliness of vans and busses.
7. Reports parent comments or concerns to appropriate personnel.
8. Performs chaperone duties during field trips as assigned.
9. Maintains certifications and credentials related to the position that include mandatory annual training.
10. Performs other duties as assigned.

EDUCATIONAL/TRAINING REQUIREMENTS:

1. GED or high school graduate.
2. One or more years experience in maintenance, general repairs, and grounds keeping preferred
3. Valid NM state driver's license with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal vehicles and
4. CDL (commercial driver license) required within three (3) months from date of employment.
5. CPR and First Aid certification within 90 days from date of employment is required.

NECESSARY SPECIAL REQUIREMENTS:

1. Tribal member preference with the ability to speak Tiwa preferred.
2. Basic knowledge of safe operation of tools, power tools and grounds keeping equipment.
3. Basic knowledge of grounds keeping, maintenance, and repairs.
4. Ability to work flexible hours including occasional weekends.
5. Ability to understand and learn Head Start Standards, regulations, rules, and/or policies.
6. Ability to communicate effectively, both verbally and in writing.
7. Ability to follow verbal or written instructions.
8. Knowledgeable of federal and state traffic rules and regulations.
9. Knowledgeable of the pueblo community, surrounding areas, and the City of Albuquerque.
10. Ability to perform routine maintenance on passenger vans/busses and to identify vehicle problems and malfunctions.
11. Knowledgeable of requirements and standards related to the safe and efficient operation of passenger vehicles particularly in inclement weather conditions.
12. Skilled in displaying mature, patient, and understanding behavior.
13. Ability to work professionally and cooperatively with staff, parents, and community members
14. Ability to respond to and remain calm in emergency or crisis situations.
15. Ability to pass through background checks and drug tests.
16. Ability to pass annual physical exams.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Required to work out doors with exposure to inclement weather conditions. Work requires standing, walking, reaching, lifting, bending, kneeling, climbing, or carrying of equipment and supplies. Will be required to lift up to 50lbs. May be exposed to gas fumes, automobile fluids, and cleaning agents.

Vjj/HR-CEB/HS-6-9-10

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