



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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EMAIL: poiemployment@isletapueblo.com
VACANCY ANNOUNCEMENT

POSTING NO: 092-16

OPENING DATE: 07/14/2016

POSITION: Carpenter
PAY GRADE: HA7 (\$13.28/hr. to \$17.93/hr.)
FLSA STATUS: Non-Exempt
DEPARTMENT: Isleta Pueblo Housing Authority
REPORTS TO: Superintendent

CLOSING DATE: OPEN UNTIL FILLED
POSTED: IN AND OUT

This position is located at the Isleta Pueblo Housing Authority, Isleta Pueblo, New Mexico. The incumbent of this position will be responsible for performing general skilled carpentry work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures, cabinets and furniture in accordance with standard trade practices.

Minimum Qualifications/Requirements:

- High School Diploma or GED preferred.
- Two (2) years carpentry, construction or production experience
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance

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

- Knowledge of carpentry methods and practices
- Knowledge of maintenance and use of wood working power and hand tools
- Knowledge of blueprints, diagrams and schematics
- Skill in estimating costs of materials and time necessary to complete projects
- Skill in following verbal and written directions
- Ability to read and interpret diagrams, drawings and blueprints

Other Requirements:

Individual selected is subject to the following:

- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies

Working Conditions: Work involves a significant amount of standing, walking and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands; using sharp tools and power equipment and work in confined spaces and at heights over 30 feet. Requires strenuous tasks and lifting, loading, carrying and transporting materials and supplies weighing up to 100 lbs.

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