



MESCALERO APACHE TRIBE

Position Announcement

Position Title: Maintenance Worker/Laborer
Department: Parks and Recreation
Employment Status: Non-Exempt
Grade: NE5
Opening Date: October 13, 2021 through **Closing Date:** October 26, 2021

Job Summary – Maintenance Worker

Performs a variety of unskilled and semi-skilled work in the basic preventive maintenance, grounds keeping, and repair on homes and tribal buildings.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks or additional duties, assigned to this position.

Maintenance Duties and Responsibilities

- Performs minor repairs and maintenance.
- Replaces light bulbs; ballasts, outlets, light switches, lights water heaters; hooks up water lines.
- Installs water meters.
- Performs carpentry duties as needed.
- Removes and replaces bathroom fixtures and enclosures.
- Installs, maintains or repairs plumbing systems, fixtures, components and parts including hot and cold water lines, sewer lines, water lines, drains, toilets, sinks, faucets and lavatories.
- Troubleshoots furnace and cooling units; performs maintenance and open and closes.
- Unclogs drains, water lines, sewer lines and lavatories.
- Repairs and replaces doorknobs or locks, door closures and small patch plaster jobs.
- Rebuilds or repairs walls, floors, and roofs.
- Inspects machinery and mechanical equipment for defects; performs minor repairs and maintenance on equipment.
- Determines materials list of supplies needed for each work order
- Cleans and disinfects areas assigned.
- Maintains schedules, completes work orders, maintains ample supplies and orders supplies used when.
- Performs winter functions such as snow removal, dispensing sidewalk and road salt per policy and procedure.
- May assist with other grounds keeping tasks.
- May operate heavy equipment, after completing on the job training.
- Observes safety rules, and ensures and maintains a safe environment.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs other duties as assigned.
- Service machines, including pumps, compressors, generators, tractors, and trailers
- Work with COVID-19 Trailers on-call, as needed.

Job Summary – Laborer

Laborer is responsible for cleaning and preparing sites and buildings. Unloads and loads materials, maintains tools, may be required to mix and pour concrete. Assists other site workers, performing various other types of work. This summary and responsibilities list does not limit the Laborer's duties on the job or work site.

Laborer Duties and Responsibilities

- Work with sewer systems
- Remove trees, trash and debris
- Mix and pour concrete
- Clear and prepare work zones
- Dig trenches
- Help Install sewer and water drainpipes
- Operate air and electric tools
- Remove hazardous materials
- Inspect and maintain equipment
- Other various tasks and responsibilities as assigned and/or as needed

Minimum Qualifications

- High School Diploma or GED.
- One year work experience in plumbing, carpentry or maintenance. Familiarity with working outdoors and with providing excellent customer service to visitors and others.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference, Native American Indian preference and Veteran's preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of safety operations and procedures, safety methods and practices.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of rough and finish carpentry.
- Skill in the safe operation of power tools and shop equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain work orders.
- Ability to use hand tools and electrical tools.

Physical Demands

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance, and talk or hear. The employee occasionally is required to sit, and taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats as needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.