

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-38

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Lead Maintenance Technician
OPENING DATE: May 6, 2024
CLOSING DATE: May 14, 2024
DEPARTMENT: Public Works
SALARY RANGE: NE10; \$31,429 - \$47,154

Position Summary:

Under general supervision of the General Maintenance Manager, the Lead Maintenance Technician schedules and directs the work of Maintenance Technicians/Helpers, Plumbers, Groundskeepers and Custodial crew. Provides direction and guidance to crew and performs work in one or more of the skilled trades. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Provides direction and assistance to crew in their daily performance of assigned tasks/duties.
- Assists the Manager in scheduling work projects and determining needs for equipment and supplies.
- Plans and develops a material list for each work order, task, or project. Purchases required supplies as directed by the Manager.
- Develops and tracks work orders; completes daily data entry and produces reports as required.
- Maintains electronic records for labor, materials and other resources used by program staff to complete work orders.
- Reports work progress and unusual situations or project issues to the Manager; offers suggestions for resolution to issues; carries out agreed upon decisions.
- Provides input to program staff performance reviews.
- Provides input, coordinates, and assists the Manager in the development of staff training plans.
- Mentors staff in the development and enhancement of skills in a variety of trades.
- Provides input for the update/maintenance of the program's Standard Operating Procedures.
- Assures crew's compliance with appropriate safety practices and procedures including use of safety equipment and maintenance of safe work environment.
- Interprets/clarifies Standard Operating Procedures to crew.
- Performs a variety of skilled mid-level to journey-level work in the maintenance and repair of tribal buildings and equipment including but not limited to; electrical, plumbing, heating, air conditioning, painting, locksmith, concrete work, and carpentry.
- Performs routine checks/evaluation on heating, cooling, electrical, and other building systems. Determines/diagnoses/reports needed maintenance/repair and schedules required work.
- Operates a variety of equipment and machines including saws, drills and various hand and power tools.
- Inspects machinery, mechanical equipment, and tools for proper working condition; performs minor repairs and maintenance. Reports/refers major repairs to Manager.
- Assists in the purchase of tools, equipment, and materials.
- Constructs signs and burial crosses as required.
- Responds to emergency calls on a 24-hours basis, as required.
- Maintains and enhances professional and technical knowledge by attending relevant training and workshops.
- Assists The Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results; exhibits self-responsibility and takes proactive/positive approach to duties and responsibilities.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. Five (5) years of work experience in general construction, maintenance, or directly related work required. Two years of supervisory experience in the trades field preferred. Apprenticeship program and/or trade

school hours in electrical, carpentry, HVAC, or other skilled trades preferred. FEMA/ICS 100, 200, 700, 800 Certifications preferred; must obtain within six (6) months of hire. A combination of relevant education and directly related experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Lead Maintenance Technician is designated as a Moderate Public Trust (MRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of electronic tracking schedules and production of reports.
- Knowledge of the methods and practices used in maintenance and repair work, of occupational hazards and safety practices.
- Knowledge, skill, and practical experience in diagnosing and repairing heating, ventilation, and air-conditioning units and systems.
- Knowledge of electrical systems and skills to conduct system checks, trouble shoot and perform minor repairs.
- Knowledge of proper spelling, grammar, and possess adequate math skills to develop comprehensive reports and to develop project costs/materials estimates.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships; to meet customer service goals and performance expectations.
- Ability to understand and follow oral and written instruction, preparing and maintaining program work orders.
- Ability to safely use hand tools, measuring instruments and gauges, and operate equipment used in performance of duties.
- Ability to prioritize and accomplish tasks within established deadlines.
- Ability to prepare legible and comprehensive reports and records.
- Skill and ability in scheduling and directing a work force with daily work tasks, in determining needs of equipment and supplies.
- Skills in mid to journey level carpentry, painting, concrete work, and building maintenance.
- Skill in vertical construction to support building system(s) repair.
- Skill and ability to read and interpret blueprints, schematics, technical and repair manuals.
- Skill in electronic and hard copy document management and record-keeping.
- Skill and ability to provide guidance, direction, and mentorship to assigned crew.
- Skill in computer use including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.

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- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES