



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Facilities Maintenance/Electrician

SALARY RANGE: \$25-\$30, DOE

DEPARTMENT: Facilities/Project

POSITION STATUS: Full Time, Exempt

SUPERVISOR: Facilities/Project Director

JOB POSTING ID: 073323

Period to apply: 3/7/23 – 3/24/23

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, national origin, sexual orientation, marital status, service in the military or any other status protected by applicable law, except where required by bona fide business necessity.

BASIC PURPOSE:

The Santo Domingo Pueblo Facilities/Project Department is looking for an experienced Maintenance/Electrician to become a part of our team. The responsibilities in this role primarily focus on performing preventative maintenance and repair in our buildings. This individual may be tasked with duties like modifying circuitry, replacing breakers, updating faulty wiring and new residential construction installation. You should also be familiar with NEC requirements for the safe installation of wiring and equipment.

TYPICAL FUNCTIONS:

- Install, maintain, and repair electrical power, communications, lighting, and control systems on, residential (including new installs on newly constructed homes), and/or commercial buildings.
- Responsible for installing and repairing complex electrical control, wiring, and lighting systems working from a technical blueprint.
- Will read commercial and residential electrical blueprints and apply NEC through the full range of commercial and industrial maintenance and construction work.
- Diagnose and repair electrical controls, industrial motor control centers, and programmable logic controllers.
- Isolate defects in wiring, switches, motors, and other electrical equipment.
- Install grounding leads.
- Will perform general maintenance, custodial, and trash removal tasks.
- Monitors performance of heating, ventilation, and cooling systems for the facility; performs standard repair/replacement of components, as appropriate, and non-technical maintenance tasks such as cleaning of heating and cooling fan coil units and adjustment of system controls.
- Monitors and performs non-technical maintenance of plumbing systems, to include standard repair of leaking fixtures, cleaning obstructed waste lines, installing water coolers, and/or performing non-technical modifications to plumbing and water supply systems.
- Performs carpentry maintenance tasks including routine sheetrock/drywall installation and/or repair, window replacement, cabinet, and countertop replacement, painting and texturing, and door and hardware installation, paints interior and exterior finishes, as appropriate.

- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Documents facilities maintenance requirements, maintains appropriate records of work performed.
- Install and maintain motors, welding equipment, lighting fixtures, generators, circuit breakers, and transformers.
- Performs snow removal, as required.
- Performs miscellaneous job-related duties as assigned.

REQUIRED COMPETENCIES:

- **Customer Service / Client Orientation:** All Pueblo of Santo Domingo employees must be able to develop a clear understanding of the Pueblos' needs and goals while maintaining clear communication with Director regarding meeting their expectations. Must follow through and respond to the Directors' requests and inform them of action taken in a courteous, professional manner.
- **Collect and Organize Information:** Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Detail-Oriented**
Incumbent in this position must have an eye for detail and be knowledgeable about upkeep and have experience to maintain facilities.
- **Effort & Initiative**
Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **Goal and Task Management:** Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Integrity / Honesty:** All Pueblo of Santo Domingo employees must operate in an ethical manner by following all Pueblo of Santo Domingo policies and procedures relating cash handling, and behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Oral Communication:** Incumbents in this position must have the ability to communicate ideas, thoughts, and facts verbally. Must be able to speak using correct grammar, appropriate body language, proper tone and inflection, recognizing non-verbal cues, and respecting the audience to effectively communicate ideas.
- **Teaching Others**
Incumbent in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance, and coaching techniques.
- **Teamwork:** All Pueblo of Santo Domingo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of electrical systems including planning additions or modifications on secondary circuits.
- Knowledge and use of hand and power tools applicable to the trade.
- Knowledge of appropriate tools and diagnostic equipment to repair, install, replace, and test electrical circuits, equipment, and appliances.

MINIMUM QUALIFICATIONS:

- High school diploma or GED; at least 4 years of experience directly related to the duties and responsibilities specified and possession of a current New Mexico Journeyman Electrician's License.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Excellent time management, organization and communication skills are needed.
- Extended working hours, including weekends, may be required.
- Must be 21 years or older for insurance purposes.
- Must be able to satisfactorily pass a background check.
- Must possess a valid driver's license and be insurable through the Pueblo of Santo Domingo's liability plan.
- Must be able to read and interpret blueprints, one line and schematic drawings.
- Covid-19 vaccination is required. Reasonable accommodations are considered.

HOW TO APPLY

Please submit complete application packet.

- By online job boards
- By email: HR@kewa-nsn.us, subject line: **Facilities Maintenance/Electrician – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume