

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Electrician/Maintenance Technician **SALARY RANGE:** \$20-\$25 Hourly

DEPARTMENT: Projects & Facilities

POSITION STATUS: PRN

of Positions: 1

PERIOD TO APPLY: 02/08/2024-02/29/2024

FLSA STATUS: Non-Exempt

SUPERVISOR: Projects & Facilities Director

JOB POSTING ID: ECLC-060224

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

**The Construction & Facilities Department is a drug/alcohol-free department.
Employees will be subject to random drug/alcohol testing.**

BASIC PURPOSE:

This is an entry level position, under direct supervision of the Journeyman Electrician. The incumbent will be responsible for assisting with basic electrical installations and repairs. Incumbents may also be required to perform basic electric services. Successful apprentice will be well-organized and detail oriented. You should have good customer service skills, be able and willing to follow instructions, and be prepared to travel to clients' homes to complete your work.

TYPICAL FUNCTIONS:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Assist with all electrical duties, including repairs, maintenance, and other associated works as instructed by the Journeyman Electrician.
- Perform any necessary repairs to previously installed systems.
- Identifying, analyzing, troubleshooting, and assisting with repairs of equipment and electrical faults.
- Installation of new electrical wiring, measuring, bending, and cutting pipes using hands, power tools and machines.
- Must be able to read blueprints and drawings.
- Work carefully to follow all current regulations.
- Must understand electrical theory.
- Transport tools, equipment, and material to the job location as needed.
- Communicate well with team members, customers, and other employees.
- Clean up the job site after the work has been completed.
- Manage a work log and keep detailed reports of work done at various job sites.
- Must be able to work in extreme hot or cold weather.
- Must be able to work on ladders and personnel lifts.

- Working irregular hours and overtime when required.
- 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.
- Performs snow removal, as required.
- Will perform general maintenance, custodial, and trash removal tasks.
- Other duties as assigned.

REQUIRED COMPETENCIES

Integrity / Honesty

- All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to proper behavior between staff and guest. Incumbent must conduct oneself above the appearance of doing something wrong.

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.

Teamwork

- All Santo Domingo Pueblo 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 about tasks, progress, or projects.

Electrical code knowledge

- Strong familiarity with Electrical codes and current laws and regulations affecting Electricians is crucial for those seeking to excel in this field.

Coordination

- Incumbents must have the dexterity and eye-hand coordination to handle and install small washers, nuts, and to include basic electrical tools.

Blueprint reading

- When involved in new home or building installations, must be able to read drawings, schematics, and blueprints to ensure proper installation of new electrical systems.

Troubleshooting

- Understanding how to troubleshoot and determine what needs to be repaired or replaced to keep electrical systems operational.

Organizational skills

- Keeping tools and work areas clean and orderly and maintaining a proper supply of electrical parts is a desirable quality many employers seek.

Communication skills

- From verbally communicating with customers, vendors, and co-workers, to writing up estimates and work orders, communication is of the utmost importance.

Flexibility

- Incumbent in this position must be able to accept rapid change in job assignments, schedules, or priorities.

Effort and Initiative

- Incumbents must have the ability to work and take action without specific direction and without being monitored.

Physical Demands and Working Environment:

Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy objects up to 50 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock. Incumbent wears personal protection-protective footwear and equipment. Incumbents must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Includes afterhours On-call rotation.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or equivalent.
- Must be able to lift a minimum of fifty (50) pounds on a regular basis and sustain prolonged walking and standing.
- 1 year of experience in commercial and residential electrical work.
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblo's liability insurance requirements and maintain eligibility for insurance.
- Must be able to satisfactorily pass a background check.
- **Must be 21 years of age for insurance purposes.**
- Covid-19 vaccination required. Reasonable accommodation considered.

HOW TO APPLY

Please submit a complete application packet.

- By email: HR@kewa-nsn.us
 - Subject line: **Electrician/Maintenance Apprentice (PRN) – [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