



JOB ANNOUNCEMENT

11/1/2018



POSITION TITLE: Maintenance Worker
LOCATION: Department of Community Development – Property Management Division
POSITION TYPE: Non-Exempt / Full-Time
SALARY RANGE: \$11.58 - \$17.37 per hour
REPORTS TO: Facilities Supervisor
CLOSING DATE: November 9, 2018

POSITION SUMMARY:

The Maintenance Worker performs routine preventive maintenance to ensure that machines continue to operate smoothly, building systems operate efficiently, and the physical condition of Pueblo buildings does not deteriorate. Duties include but are not limited to: Construct, erect, install, and repair structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools; Performs work assigned via the electronic maintenance work order system in an efficient manner; Ensures completion of routine and seasonal maintenance; Repairs electrical malfunctions, heating and cooling systems, and plumbing needs; Install structures or fixtures, such as windows, frames, floorings, trim, or hardware; Responds to emergency maintenance as required; Provides project work estimates and orders parts for repair; Complies with all safety policies, practices and procedures; Provides maintenance assistance at all Pueblo assets as needed; Responds when the Pueblo Emergency Management Plan is activated.

MINIMUM REQUIREMENTS:

- High School diploma or its equivalent G.E.D. and certificate from college or technical school in construction trade program or Five (5) years related work experience maintaining commercial buildings or in construction;
- Must possess a valid Texas driver's license and be insurable;
- Must be able to successfully pass a post-offer drug screen and criminal history background check.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of materials, machines and tools, including their designs, uses, repair, and maintenance; knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures; ability to perform routine maintenance on equipment; ability to read and understand label directions and instructions written in English; knowledge of carpentry, electrical and plumbing; Knowledge of hazardous chemical interactions; ability to use computer effectively; knowledge of principles and processes for providing customer and personal services.

APPLICATION PROCEDURES:

Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at www.ysletadelsurpueblo.org YDSP Careers page, submit resumé via fax to (915) 859-2988 or e-mail to humanresources@ydsp-nsn.gov.

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