



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT

Custodian / General Maintenance I

April 5 2019

The Administration currently has a Custodian/General Maintenance I, position available in the Facilities Department.

CUSTODIAN/GENERAL FACILITIES MAINTENANCE I: Under direct supervision, maintains the government facilities and grounds to support the efforts of the Administration of the Pueblo de San Ildefonso. Supports the Facilities Manager by carrying out the day-to-day responsibilities to ensure the safety of the employees and the public by creating and maintaining a safe, clean and healthy environment. Performs cleaning, minor repair and grounds maintenance services.

MINIMUM QUALIFICATIONS: High School Diploma or GED required. Knowledge of proper cleaning and general building repair methods is desired. 2 years of relevant experience to the duties and responsibilities outlined preferred. Ability to carry out instructions through to completion. Ability to properly use and control powered equipment; set-up and climb ladders; lift and move furniture. Good customer service skills. Some computer knowledge or a willingness to learn computer basics a plus. Must maintain a professional appearance and manner.

Must have a valid New Mexico Driver's License with no restrictions and must be insurable under the Pueblo de San Ildefonso vehicle insurance policy. A favorable background investigation is required.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

APPLICATION: A job description and employment application are available in the Human Resources office. Downloadable employment application is also available at www.sanipueblo.org. Submit your resume and application to the Human Resources office, Pueblo de San Ildefonso or via e-mail karquero@sanipueblo.org FAX: 455-4149. Call 455-4155 with questions about this position.

DEADLINE FOR APPLYING: April 22, 2019