



PUEBLO DE SAN ILDEFONSO
02 Tunyo Po
Santa Fe, NM 87506
October 27, 2022

JOB VACANCY ANNOUNCEMENT
Excellent Career and Benefits Opportunities
Come and Join our Team!

Paid Time Off (PTO)	Holiday Pay	Life, STD, LTD & AD&D Insurance
Health Insurance	Dental	Vision
On-The-Job Training	Skills Development	Employee Assistance Program

Employment Opportunity: The Pueblo de San Ildefonso is seeking qualified individuals for the following position: **Maintenance/Custodian**

JOB SUMMARY: Worked performed is under the direct supervision of the Facilities Manager. The Maintenance/Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that tribal buildings and facilities are maintained in a healthy, safe and sanitary manner. Supports the Facility Manager in the efforts for the Administration of the Pueblo de San Ildefonso.

WORK ENVIRONMENT:

Work is performed inside and outside in varying weather conditions. Requires physical ability to perform duties. May involve climbing ladders while lifting and carrying equipment weighing up to 50 pounds plus. Some travel may be required.

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 pre-employment drug test and favorable background investigation are required.

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

APPLICATION: Employment Application is available in the Human Resources Office or online at www.sanipueblo.org/jobs. Submit your resume and an application to the Human Resources Office, you can drop off in person or e-mail to karquero@sanipueblo.org. You can call (505) 455-4112 or (505) 469-2210 for Job Description or for questions about this position.

DEADLINE FOR APPLYING: Open Until Filled