



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

POSITION DESCRIPTION

POSITION: Government Assistant Worker

LOCATION: San Ildefonso Pueblo

REPORTS TO: Road Maintenance Technician

SALARY \$16 per hour

FLSA STATUS: Non-exempt

Job Summary

The Government Assistant will assist with maintaining governmental roads and grounds by assisting with weed and litter control. Assists with maintaining tribal boundaries by repairing or constructing fences. Maintain governmental facilities and grounds throughout the Pueblo. Provide assistance to the administration by monitoring traffic in to the Pueblo due to COVID-19. Will utilize a variety of specialized hand and power tools, equipment, and techniques as necessary. The Governmental Assistant Worker is responsible for the maintenance of specialized equipment used.

Supervision and Guidelines

Work performed is under the direct supervision of the Road Maintenance Technician or designated Manager. Guidelines include safety standards, generally accepted principles, applicable laws, rules and regulations, San Ildefonso Pueblo policies and procedures and supervisory and administrative instructions and directives.

Essential Functions

Assist with litter control throughout the Pueblo.

Assist with Road Maintenance activities such as cleaning drainage systems and assistance with road grading and sweeping activities.

Performs weed control by utilizing small hand equipment and tractor with attachments.

Must have interpersonal skills allowing effective communication with individuals coming into the Pueblo.

Must exercise good judgement when dealing with the public and maintain the highest level of professionalism.

Grounds keeping for the administration facilities and other program facilities.

Maintains tribal boundaries by repairing or constructing fences and gates.

Assists the administration with projects as directed and other departments as needed.

Perform maintenance of specialized equipment

Performs minor repairs of facilities and equipment.

Limit access to authorized individuals, those with official business and emergency personnel

Perform other related duties as assigned.

Work Environment

Work is performed primarily outdoors in varying weather conditions. Must be physically fit and requires physical ability to perform duties. May involve hiking and climbing over rough terrain while lifting and carrying equipment weighing up to 50 pounds. Local travel required.

Minimum Qualifications

Must be at least 18 years of age. High School Diploma or General Equivalency Diploma (G.E.D.) required. 1-2 years' work experience in related field. Good people skills. Ability to perform quality work under pressure and maintain confidentiality. Experience in hand and power tools and other equipment is required. Valid NM Driver's License. Must be insurable under the Pueblo's Liability Insurance.