



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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**VACANCY ANNOUNCEMENT
READVERTISEMENT**

POSTING NO: 091-19

OPENING DATE: 05/31/2019

CLOSING DATE: OPEN UNTIL FILLED

POSTED: IN & OUT

POSITION: Septic Truck Driver
PAY GRADE: NE7 (\$13.97/ph to \$16.42/ph)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Services Division
REPORTS TO: Utilities
BACKGROUND LEVEL: Public Trust

JOB PURPOSE:

Performs general maintenance work, and drives and operates the septic pumper truck to assist the Pueblo of Isleta in maintaining compliance with tribal and federal community health regulations.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Operates the septic tank pumper truck to drive from base sites to job sites in a safe and secure manner.
- Receives and completes daily work orders and follows oral and written instructions.
- Operates vacuum pumps with appropriate safety and health precautions needed to transport raw sewage to the dumpsite.
- Uses appropriate septic tank chemicals as directed.
- Determines type of equipment and hoses to be used at different work sites.
- Uses hand tools such as shovels, crowbars, wheelbarrows, etc. as needed.
- Completes daily inspection of pumper truck and assists in the maintenance of equipment and vehicles.
- Interacts with community members on a daily basis.
- Informs supervisor of possible health or safety violations regarding septic tanks.
- Work on-call hours and responds to emergencies as they occur.
- Maintains an effective working relationship with co-workers.
- Addresses work orders in HOTSOS for failed systems, including pumps, tanks, drain fields, etc.
- Performs other duties as assigned.

Readvertised 08/07/2019

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED.
- One year experience in operation of septic pump driving preferred.
- Valid New Mexico CDL Class B license required; must obtain tanker endorsement within six months from date of employment.
- Tiwa speaking preferred.
- Ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Current Hepatitis A & B and Tetanus shots required.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements followed for safe operation of a septic pumping truck and waste disposal.
- Knowledge of Federal, State, and Tribal traffic rules and regulations.
- Knowledge of septic systems, equipment, chemicals or materials used to maintain various septic systems.
- Skill in using hand, air and power tools.
- Ability to operate a two-way radio.
- Ability to use HOTSOS software for daily work orders.
- Ability to anticipate, recognize and evaluate hazardous conditions, as well as develop hazard and safety control methods.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.
- Ability to drive in all weather conditions.

PHYSICAL DEMANDS:

- Talk, hear, stoop, bend; kneeling, climbing; use hands to handle objects, equipment, controls and reach with arms and hands; carry equipment and supplies.
- Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects is a primary part of the job.
- Must be able to operate controls on the inside of the cab with the left hand in order to operate the outside lift arm.
- Position requires ability to lift 100 lbs.

WORK ENVIRONMENT

- Work is performed in an outdoor environment or vehicle in extreme weather conditions.
- Noise level is usually high.
- Exposure to fumes, chemicals and other noxious odors, vehicle exhaust, jolting, shaking, vibrations and noise while performing duties.
- Appropriate vaccinations are required, and will be paid for by the Pueblo of Isleta.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.