

Joseph B. Herrera
Governor



Jeff M. Suina
Lt. Governor

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JOB ANNOUNCEMENT
PW-068-2025

POSITION TITLE: Maintenance/Custodial Worker
CLASSIFICATION: Non-exempt
POSITION TYPE: Regular Full-Time
DEPARTMENT: Public Works
REPORTS TO: Public Works Director
BACKGROUND LEVEL: Public Trust
SALARY RANGE: \$15.00/hrly
OPENING DATE: Tuesday, October 7, 2025

Position Summary: Under the direct supervision of the Public Works Director, the incumbent will carry out custodial/maintenance responsibilities in and around all Pueblo de Cochiti (PdC) departments. Duties and responsibilities may consist of special assignments given by PdC Governors and/or the program director. This position will work with little direct supervision and is subject to inspection while in progress, or upon completion. PdC employees are required to always represent the pueblo in a professional and respectful manner during and after work hours.

Duties and Responsibilities:

- Custodial responsibilities will be provided to all tribal programs with a high concentration of the tribal administration building.
- Maintain all cleaning equipment, supplies, and products; ensure safe and sanitary storage and care of products.
- Perform general sweeping, scrubbing, and mopping of hardwood, laminate, or tiled floors as needed.
- In charge of vacuuming and cleaning carpets and performing further treatments such as shampoo or stain-removal as needed.
- Report on any office repairs, housekeeping, or safety hazards needed.
- Dispose of trash from bins and containers.
- Dust and polish furniture and room accessories as needed.
- Scrub sinks and toilets in public restrooms.
- Clean windows, glass surfaces, mirrors, and counters as needed.
- General upkeep of all PdC property and public spaces.
- Report on repairs and replacements needed when encountered.
- Other duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent; relevant experience or knowledge, skills, and mental ability equivalent to 2 years of high school education.
- Must have strong interpersonal skills and strong organizational skills.
- Must interact well with others; demonstrate courtesy, patience, discretion, and self-control; work well with a team.
- Must be able to interact in a positive manner with Tribal members, Tribal leaders, and other department staff, visitors to the department, co-workers, and supervisors.
- Must possess a valid Driver's License.
- Must pass a drug and background check prior to employment with PdC.

Knowledge, Abilities, Skills, and Certifications:

- Physically able to reach, stretch, bend, and walk during daily routine, with the ability to stand for long lengths of time.
- Ability to lift to 25 to 30 pounds.
- Previous experience of cleaning preferred; training will be provided
- Ability to assist customers and guests when needed.
- Attention to detail when cleaning.
- Organized and able to follow a schedule.
- Ability to follow verbal directions.

Work Environment:

Work is generally performed in an office setting with moderate noise level. Evening and/or weekend work may be required.

Closing Date: October 21, 2025

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at:

marsha.chavez@cochitii.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5pm. Please contact our office for more information at 505-584-3564.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members