

Phillip Quintana
Governor



Paul Herrera, Sr.
Lt. Governor

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**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
PW-005-2026**

POSITION TITLE: Public Works Technician (2 positions)
FLSA STATUS: Non-Exempt
POSITION TYPE: Regular Full-Time
DEPARTMENT: Public Works
REPORTS TO: Public Works Director
BACKGROUND LEVEL: Public Trust
STARTING PAY RANGE: \$15.00 - \$20.00 hourly (DOE)
JOB POSTING DATE: Tuesday, January 27, 2026

POSITION SUMMARY:

Under the direct supervision of the Public Works Director, this position will be responsible for maintenance, repair, and minor renovation to all Tribal buildings utilizing general skills in carpentry, minor plumbing, minor repair/replacement of concrete and stucco, light electrical work, HVAC systems, general exterior/interior painting, and may assist in groundskeeping.

Additionally, this position will be responsible for the safe operations and maintenance of the water and wastewater infrastructure, water wells, wastewater lift stations etc. by maintaining required water and wastewater standards and in accordance with tribal, state, and regional requirements. Will perform inspect, repair, and maintain equipment and devices to ensure the Pueblo is following tribal, state, regional, and federal requirements.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Three (3) years of progressive experience in general maintenance and two (2) years in the installation, maintenance, and repair of air conditioners, refrigeration, and heating systems.
- Must be able to lift 50lbs.

DUTIES AND RESPONSIBILITIES:

- Inspects and analyzes condition of the water and wastewater systems to ensure compliance with established rules and regulations.
- Inspect department equipment and vehicles, records findings, reports findings, and adjusts as required.
- Repairs and maintains pump houses, infrastructures, replace and restore, follow all manufacture preventative maintenance programs.
- Performs housekeeping according to regulations on all water distribution, waste lift stations and lagoons.
- Operates heavy equipment
- Repair and replace waterlines as assigned by Department Director.
- Keeps logs up to date according to the Clean Drinking Water Act at all Water/Wastewater facilities

- Updates water reports, records, and logs to confirm adequacy of present and projected distribution needs and demands.
- Cleans and maintains lagoons weekly or on a needed basis.
- Collect samples and all scheduled compliance samples according to Safe Water Drinking Act.
- Repairs and maintains lift station, replace basic electrical components, orders and stocks parts.
- Communicates with administration to ensure effective delivery of drinking water and proper disposal of wastewater.
- Operates trash compactor by picking up community trash and disposing of trash on a weekly or on a needed basis.
- Orders equipment and supplies.
- Operates backhoe, dewatering sludge unit, sewage transfer station, pumps, and generation units.
- Maintains buildings to ensure safety.
- Assembles, repairs, and moves office furniture.
- Performs routine preventative maintenance services such as general carpentry, minor plumbing, light electrical, and general painting.
- Performs routine preventative maintenance, adjustments, and basic repairs on HVAC systems.
- Assists with grounds maintenance of all tribal buildings.
- Contributes to team effort and accomplishes related results as required.
- Performs other duties as required.

KNOWLEDGE, ABILITIES, SKILLS, AND CERTIFICATIONS:

- Knowledge of department organizations, functions, and policies and procedures.
- Knowledge of records management, budget preparation, and basic accounting procedures.
- Knowledge of applicable federal, state, county and local laws, regulations and requirements.
- Preferred knowledge of traditional forms of government and Pueblo customs and traditions.
- Preferred knowledge of the functions and structure of Cochiti Pueblo.
- Ability to maintain high level of confidentiality.
- Ability to represent Pueblo de Cochiti in a professional manner.
- Ability to follow oral and written instructions.
- Ability to make effective decisions in emergency situations.
- Ability to work independently with minimal supervision and exercise independent judgment or as part of a team.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, outside entities, as well as co-workers.
- Ability to demonstrate moral character, honesty, tact, and fairness.
- Ability to work various schedules and extended work hours.
- Ability to communicate effectively both verbally and in writing.
- Ability to present program information to leadership and Tribal Council.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Skill in operating various word processing, spreadsheets and database software programs in a Windows environment.
- Skill in using heavy equipment and hand and power tools.
- Skill in preparing, reviewing and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.

CLOSING DATE: February 10, 2026

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquiries, contact (505) 584-3564.