PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION
P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #25-2026

Opening Date: October 16, 2026
Closing Date: Open Until Filled
Position Title: Maintenance Mechanic for Division of Early Childhood
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under the administrative supervision of the Director of Early Childhood, the maintenance mechanic performs a variety of work to accomplish facility construction and repair projects. Assignments require more than a rudimentary but less than journeyman skill and knowledge of the trades involved. Performs any job-related duties requested by any person authorized to give instructions or assignments.

EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Minimum vocational or trade school preferred. Three–four years increasingly responsible experience in building construction and facilities management positions desirable.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
  - LDoE Application – located on the LDoE website
  - Letter of Intent/Cover Letter
  - Resume
  - Copy of degree(s) and/or certificate(s)
  - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026*.

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Maintenance Mechanic
Department: DEC – Division of Early Childhood
Reports To: DEC Director
FLSA Status: Exempt
SALARY LDoE Salary Schedule

SUMMARY
Under the administrative supervision of the Director of DEC, the maintenance mechanic performs a variety of work to accomplish facility construction and repair projects. Assignments require more than a rudimentary but less than journeyman skill and knowledge of the trades involved. Performs any job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

HVAC:
- Performs complete refrigeration installations, modifications, repairs, and preventive maintenance on new and existing systems.
- Trouble shoots a wide variety of wiring schematics involving relays, solenoids, refrigeration controls, motors and compressors.
- Recharges systems with proper refrigerant and oil levels.
- Installs, recognizes the causes of faulty equipment, and makes repairs to a variety of individual heating units and cooling systems, including gas, hot water, and forced air types.
- Performs various routine and scheduled maintenance and repairs.
- Performs preventive maintenance to exhaust fans, electrical equipment, circulating pumps, and fire extinguishers.
- Performs testing to ensure proper operation.

Carpentry:
- Performs a wide variety of carpentry duties involving measuring, cutting, constructing, and repairing or modifying wood, wood products and substitutes, such as scaffolds, staging, panels, bins, pallets, dry wall, sheathing, window and door frames, door hardware replacement, interior and exterior trims, shelves, and roof decking where fit and accuracy will produce an acceptable, serviceable end product.
- Plans, conducts, and completes projects from initial stages to final assembly or installation.

Plumbing:
- Performs complete plumbing installations, modifications, preventive maintenance, and repairs on new and existing utility, supply and disposal systems such as sewage, water, oil, and gas distribution systems; water closets, tubs, fire sprinkler systems.

- Working with plans, blueprints, and sketches, sets tubs, toilets, lavatories, showers, sinks, etc., and cuts, threads, and fits piping as needed; locates and taps main lines, sets up system routes, places and cuts route openings, places hangers for proper level and slope.
- Determines and installs valves, traps and equipment as described above by completing the routing and placement of systems to the equipment.
- Performs testing to ensure proper operation.

Electrical:
- Installs and repairs electrical fixtures, wiring, and controls.
- Removes, replaces, tightens, splices, solders, and insulates defective wiring, controls, equipment and fixtures such as broken and bare wiring, burned out switches and relays, loose connections and fittings, damaged light fixtures, and poor operational thermostats.
- Locates item to be repaired through physical checks or a variety of test equipment; completes repairs and rearranges and hooks up items such as outlets, switches, light fixtures, regulators, and circuit breakers to installed systems.
- Tests circuits to see if they are complete.
- Uses hand tools and test equipment such as screw drivers, pliers, wire cutters, soldering iron, test lamps and ammeter.

Plastering:
- Mixes, applies, and finishes plaster surfaces in the construction and repair of interior walls and ceilings, and stucco exterior walls.
- Performs new plastering on all types of backgrounds such as metal, wood or gypsum lath, wallboard, and stucco surfaces.
- Determines materials to be used and type of tools needed to complete projects.
- Uses instruments such as trowels, screeds, plaster's hawk, and straight edge.

Roofing:
- Inspects roofs, determines cause of leaks and extent of damages.
- Makes repairs to leaky roofs or recommends installation of new roofs.
- Plans projects by determining specifications and requirements, materials and accessories, work methods and techniques.
- Accomplishes the project with the aid of lower skilled workers.

Painting:
- Prepares a variety of coating materials by tinting, toning, matching blending and mixing in various additives.
- Giving consideration to prevailing weather and climatic conditions, and texture and composition of surface to be coated, determines the type and amount of oil, water, synthetic, lacquer, enamel, varnish, or primer required.
- Mixes proper proportions to pigment, thinner, and drier to obtain desired consistency and color using paddle or power operated mixing machine.
- Prepares surfaces to be coated by various methods such as smoothing, filling, shaping, and leveling with resins, and mixing and applying pre-coating agents.

- Removes, tapes, covers, or otherwise protects items which are not to be painted, such as electrical plates, thermostat covers, and the like; or items which are to be painted different coverings of a different color, such as baseboards, window frames, and the like.
- Plans the materials, tools, and techniques needed to complete the work.
- Oversees or personally cleans work area, brushes, and other equipment with appropriate methods and procedures.

Concrete Work:
- Executes projects ranging from limited to difficult, such as sidewalks, steps, walls, curbs, ramps, walkways and roads, some of which require precise measurements.
- Installs concrete forms and foundations.
- Trowels, and screeds and finishes concrete and cement to final finishes according to specifications and requirements.
- Installs rebar by cutting to specified lengths and ties joints where required.
- Removes and cleans concrete forms after concrete has cured.
- Performs required finishing work such as rolling curbs and shaping drainage areas to proper grade and contour.

Grounds:
Incumbent performs maintenance laboring tasks for the Department of Education, typically including one or more of the following:
- Digs ditches and trenches.
- Breaks up pavement, concrete, or other hard surfaces.
- Fills excavations, levels, and tamps the dirt fill.
- Mixes, pours, and pushes wheelbarrow loads of dirt, concrete, gravel, and other materials to work site.
- Lifts and holds materials used in setting up forms for pouring concrete.
- Mows grass with power lawn mower, trims trees and shrubs with hand tools and power trimmers.
- Cleans and maintains machines and equipment.

Asbestos Removal:
Incumbent may be required to perform asbestos removal projects, in which the incumbent will be mandated to:
- Wear proper protective clothing and devices.
- Practice all applicable safety precautions and practices.
- Must receive formal training in asbestos safety practices and methods.

COMMUNICATION REQUIREMENTS:
- Incumbents may have frequent contact by telephone or in-person with vendors, contractors, police department, fire department, Environmental Department, Tribal Council, and all Department of Education departments and divisions.
- Daily in person and telephone contact with the DEC Director and co-workers for project scheduling and assignments.
- Staff meetings with other staff.

SUPERVISORY RESPONSIBILITIES
No supervisory responsibility.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School diploma or GED; Minimum of vocational or trade school preferred. Three–four years increasingly responsible experience in building construction and facilities management positions desirable.

SKILLS and ABILITIES REQUIRED

HVAC:
- Knowledge of regulations in the course of maintaining, servicing, repairing, or disposing of an appliance or industrial process refrigeration.
- Ability to interpret wire schematics and skilled in the use of accepted practices and techniques, tools, and equipment.
- Must have a thorough knowledge of the principles of various standard methods of combustion, ratios, and arrangements of heating surfaces and the methods of distribution.
- Knowledgeable in the construction and operating characteristics of individual heating units and cooling systems.

Carpentry:
- Knowledge of accepted trade practices, methods, and techniques.
- Knowledge of the performance characteristics of wood, wood products, and other building materials used in the trade.
- Knowledge and understanding of the characteristics, and safe and proper use of various types of wood working equipment.
- Ability to read and interpret plans, specifications, blueprints, sketches, and building codes.
- Must be skilled in setting up and safely operating tools common to the trade.

Plumbing:
- Knowledge of how various supply, disposal, and utility systems and equipment, such as water and gas systems, fire sprinkler equipment, and water closets are installed and operate.
- Ability to plan and lay out the various systems and equipment to complete projects.
- Ability to interpret and apply building plans and blueprints.
- Skilled in the use of accepted safety practices and techniques, tools, and equipment.

Electrical:
- Knowledge of and skilled in the electrical trade including where and how fixtures, wiring, and controls are installed and operate, and applicable electrical codes.
- Knowledge and understanding of making proper repairs.

- Ability to read and follow wiring diagrams.
- Ability to measure, cut, and bend wire and conduit to specified lengths and angles.
- Skilled in the safe and proper use of tools and equipment common to the trade.

Plastering:
- Thorough knowledge of plastering trade practices.
- Skill in applying work methods, techniques, and tools.
- Skill in application of base or scratch coat, including knowing when base coats and second or brown coats are properly set and scored; demonstrated skill in finishing work.
- Skill in performing a variety of exacting plaster work such as running baseboards, moldings, and applying special finishes.

Roofing:
- Must have knowledge of a wide variety of roofing methods, techniques, and practices, including tracing leaks and determining extent of damages.
- Knowledge of and ability to repair or build up existing roofs, and to install new roofs.
- Must be skilled in applying protective coverings to various roof surfaces, involving different types of shingles, gravel, and other topping and compounds.
- Ability to match original roofing material with material used to complete projects of installing and repairing roofing accessories.
- Must be familiar with a variety of roofing materials and their uses and methods of installation.
- Must be skilled in the safe and proper use of tapes, rulers, squares, shop tools, metal snips, saws, etc.

Painting:
- Knowledge of a wide variety of surface preparation and coating methods and techniques, including building up, shaping and leveling surfaces with plastics and patching compounds, smoothing surfaces with abrasives and pumice, and treating surfaces with pre-coating agents.
- Must be knowledgeable of and skilled at the application of coating materials so that surfaces meet match, texture, decorative thickness and level requirements.
- Must be skilled in the safe and proper use of tools and equipment such as brushes, rollers, spray guns, trowels, straight edges, screeds, graining devices, thickness gauges, and the like.

Concrete Work:
- Must have a comprehensive knowledge of the methods and techniques of cement work, including planning and laying out of work methods and sequences, and tools.
- Knowledge of and skill in removing old concrete, and preparing area for repair.
- Skill at assembling and arranging reinforcements; mixing and preparing concrete; pouring and leveling of concrete, and performing final finishing.
- Must be skilled in the safe and proper use of floats, edgers, trowels, abrasives, and other cement finishing tools.

Grounds:
- Ability to safely operate, maintain, control, and clean heavy power equipment, lawn mowers, weed trimmers, and other power and hand tools necessary in grounds maintenance.

- Must have knowledge of safe methods in the use of equipment, proper lifting techniques, and maintain constant awareness of hazards or actions that could cause accidents or lead to reckless endangerment.

All maintenance mechanic employees must have knowledge of shop arithmetic to add, subtract, multiply, divide, and work with fractions to plan and complete assignments according to given requirements and dimensions, and applicable codes.

All maintenance mechanic employees must have knowledge of safety procedures and practices applicable to the trades and equipment involved.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

CERTIFICATES, LICENSES, REGISTRATIONS
Valid New Mexico Drivers License -- Incumbents are required to operate a Tribal, School, or Government-owned motor vehicle in performance of work.
First Aid and CPR certification desirable.
Any certification that may be required in accordance to trade practices.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk between and through sites; use hands to finger, handle, or feel, such as in use of tools and mechanical equipment. The employee frequently is required to reach with hands and arms. Considerable physical work from ladders, scaffolds, and platforms require the incumbent to be able to climb or balance, stoop, kneel, crouch or crawl. The employee frequently is required to stand for long periods, and talk or hear. The employee must regularly lift and/or move up to 50 pounds in equipment and materials, and occasionally lift and/or move more than 100 pounds while carrying mortar, scaffolds, ladders and other materials. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee will work inside and outside, and is regularly exposed to all kinds of weather conditions. The employee is frequently exposed to moving mechanical parts, risk of electrical shock and burns, vibration from equipment, and may be subject to falls from ladders and scaffolds. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; and toxic or caustic chemicals. On asbestos removal assignments, the employee is required to wear protective devices and clothing, and

practice all applicable safety measures. The nose level in the work environment can range from moderate to loud.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.