

Pueblo of Sandia – Job Description

Title	Pump Technician	Division	Tribal Government
Position Code(s)	589022	Company-Div-Dept	01-22-760
Department	Public Works Dept.	Reports to Position Code	300012
Reports to	Trades Supervisor	FLSA	Non-Exempt
Salary Grade	NE-10	Revision Date	09/01/24

Position Summary

Performs skilled and semi-skilled work in the installation, repair and maintenance of mechanical equipment such as water pumps, wastewater lift stations, wastewater process pumps, chemical injection pumps, air compressors and axial blowers.

Our philosophy is built on the principles of integrity, fairness, collaboration, communication, and recognition for performance excellence. Meeting all performance standards leads to attracting and retaining a qualified workforce, provides opportunities for qualified team members, and contribute towards the ongoing success at Pueblo of Sandia today and in the future.

Essential Duties and Responsibilities

1. Under direct supervision, inspects, installs new pumps and motors, rebuilds and performs routine major and minor repairs and maintenance on water pumps, wastewater pumps, wastewater process pumps, and chemical injection pumps, air compressors, motors and axial fan blowers, in outside and inside settings.
2. Plans, carries out and evaluates preventative maintenance schedules for all designated mechanical equipment, either personally or through outside vendors.
3. Tests, troubleshoots, services and repairs mechanical equipment.
4. Inspects, adjusts and replaces necessary units and related parts in the performance of installation, repair and maintenance work.
5. Fabricate and modify parts and equipment as necessary.
6. Evaluates status of mechanical equipment and performs or schedules needed repairs.
7. Conducts various analyses and inspections of mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
8. Provides emergency field assistance to disabled equipment as needed and appropriate.
9. Assists in the bid specifications for mechanical equipment.
10. Maintains an inventory of supplies and materials. Maintains Tribal-owned tools.
11. Understanding of and performance of light commercial electrical duties on pump motors and controls.
12. Understanding of and performance of commercial plumbing duties on pumps, air compressors, blowers, pneumatics and hydraulics.
13. Punctual and regular attendance is an essential responsibility for all team members and are expected to report to work based upon the assigned schedule each day in accordance with the Attendance Policy for Pueblo of Sandia.

Additional Responsibilities

1. Performs additional duties and responsibilities as necessary or assigned.
2. Strong interpersonal skills with all direct work associates as well as networking with all Team Members is essential throughout Pueblo of Sandia whether they hold public facing and/or back-of-the-house positions.

All Team Members must:

3. Be polite, friendly and professional always.
4. Demonstrate an approachable demeanor when working with all co-workers and Team Members throughout the company.
5. Reflect a kind, empathetic, patient, and respectful behavior with all internal and external business dealings.
6. Support co-workers as needed to meet business demands.
7. Build professional work relationships with all Team Members while supporting a strong teamwork

environment.

8. Maintain a friendly, professional and approachable demeanor in the performance of all duties.

Key Performance Indicators

This position has Key Performance Indicators (KPI's) identified as a measurement of success. KPI's will be shared to all team members who work in this job title and feedback will be provided regarding the successful completion of the KPI's as part of the performance review process.

Knowledge, Skills, and Abilities

1. Ability to work with others.
2. Ability to operate a variety of diagnostic instruments and a variety of hand, electric and air-driven tools.
3. Ability to maintain records, prepare reports and other specialized maintenance records of equipment and mechanical equipment.
4. Knowledge of general safety rules, requirements, procedures, and reporting requirements.
5. Ability to communicate effectively and maintain good public and team member relations, including educational information and awareness to properly operate equipment within a building regarding equipment performance.
6. Ability to perform preventative maintenance according to published guidelines.
7. Thorough knowledge of pumps, motors, controls and pump installations, troubleshooting, valves, repair and maintenance.
8. Ability to read, understand, follow and enforce safety procedures.
9. Ability to perform duties considering the full use of Personal Protective Equipment without restrictions.
10. Ability to test and balance.
11. Proficient in the use of computers and the internet for product research.

Education and Experience

Required:

1. High School Diploma, GED Certification or equivalent.
2. Four (4) years of pump, motor and controls diagnostic and rebuilding experience.

Preferred:

3. Commercial General Plumbing experience.
4. Commercial Electrical and Electrical Safety knowledge.
5. Small gasoline engine diagnostic and rebuilding experience.

Note: Any combination of trade school and/or experience directly related to the duties and responsibilities specified totaling four (4) years may substitute for the required experience.

License/Certifications/Registrations

Required:

1. Must possess and maintain a valid, unrestricted New Mexico Driver's license.
2. Must be able to successfully pass a stringent background investigation and character investigation in compliance with PL 101.630.
3. Will require a pre-employment and random drug screening.

Preferred:

1. State of New Mexico Backflow Preventer Testing Certification.
2. State of New Mexico ES-10 Water Well Pump Installer Certification.
3. National Groundwater Association Certified Pump Installer Certification.
4. State of New Mexico Journeyman Plumber License.
5. State of New Mexico Journeyman Electrical License.

Physical Requirements/Working Conditions

The following selected physical activities are required to perform the essential functions of this position

Physical Requirement	Description
Balancing	Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
Crawling	Moving about on hands and knees or hands and feet.
Crouching	Bending the body downward and forward by bending leg and spine.
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
Grasping	Applying pressure to an object with the fingers and palm.
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. (Up to 50 lbs.)
Pulling	Using upper extremities to exert force to draw, haul, or tug objects in a sustained motion. (Up to 50 lbs.)
Pushing	Using upper extremities to press against something with steady force to thrust forward, downward, or outward. (Up to 50 lbs.)
Reaching	Extending hand(s) and arm(s) in any direction.
Seeing	The ability to perceive the nature of objects by the eye.
Walking	Job requirements include, in the performance of duties, walking throughout the work area, on various work surfaces throughout internal or external locations.
Sitting	Particularly for sustained periods of time.
Standing	Particularly for sustained periods of time.
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
List Working Conditions Required:	<ol style="list-style-type: none"> 1. Duties are performed indoors or outdoors, and subject to seasonal extremes and inclement weather. 2. Tasks may be performed on uneven, carpeted, hard and inclined slopes. 3. Subject to hazards such as paints, thinners, solvents, gasoline, waxes, disinfectants, and cleaning compounds.

	<ol style="list-style-type: none"> 4. Subject to hazards such as heights, motorized equipment, hand tools and electrical voltages. 5. Additional hazards include exposure to infections, diseases, fumes, odors, dust, mists, and gases. 6. Duties may involve walking, climbing, crouching, kneeling, and the ability to assume a prone position. 7. Workspace may be in no-permit required confined space. 8. Exposure to bodily fluids, and waste including pests and various animals.
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The content of this job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

The job description reflects the assignment of the essential functions of the current position but does not prescribe or restrict tasks that may be assigned. The essential functions are specified but are subject to change at any time for various reasons, including management discretion.

The Pueblo of Sandia reserves the right to make changes to the job description whenever necessary.

Selected candidates must submit to and pass a pre-employment drug and alcohol screening as part of the pre-employment process. Drug and alcohol screening will continue through post-hire testing to be conducted by a third-party random number generator. Selected candidates must submit to and pass a criminal background screening as part of the pre-employment process.

The Pueblo of Sandia is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital status, disability, sexual orientation, or any other characteristic protected by state or federal law.

Print Name: _____ **Team Member #** _____

Signature: _____ **Date:** _____