



INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Ojo Amarillo Maintenance – Ojo Amarillo, New Mexico
SALARY : \$20.1124 per hour
CLOSING DATE : Friday, May 24, 2024 at 5:00 PM

Class Summary:

This class is the fourth of six levels in the Maintenance series. Incumbents perform a variety of semi-skilled and skilled structural, electrical and mechanical maintenance duties on NHA facilities and homes. Incumbents may either be generalists that perform a variety of trade functions, or specialists that possess advanced and unique knowledge of a specific trade. Responsibilities may include building and repairing a variety of structures, components and facilities; conducting complex electrical diagnostics and repairs; diagnosing and repairing a full range of plumbing systems; conducting regular inspections and determining project priorities; and maintaining all related documentation. Incumbents may lead the work of less experience staff. The Maintenance Specialist is distinguished from the Maintenance Technician in that it performs duties requiring advanced and specialized training and/or experience in one or more trades. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Performs inspection, testing, troubleshooting, and repair of applicable building structures and/or systems, which may include electrical, plumbing, HVAC, and/or other applicable items.
- Installs applicable structures and/or systems in assigned area of responsibility.
- Estimates the cost of repairs; determines what supplies and equipment is necessary.
- Monitors and maintains materials, supplies, equipment, and/or other applicable inventory items in assigned area of responsibility; initiates the procurement of replacement items.
- Performs preventative maintenance activities to ensure efficient and effective operations.
- May prioritize and assign work to lower-level staff; monitor the performance of lower level staff; train staff on work methods and procedures; and participate on staff evaluations.
- Performs other duties of a similar nature or level.

Required Skills:

- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. Procedures and methods related to area of assignment;
- Applicable system and structure repair techniques;
- Tools, equipment, and materials relevant to area of assignment;
- Inventory principles;
- Recordkeeping principles;
- Applicable Federal, State, and local codes and regulations related to assignment;
- Applicable safety requirements;
- Safe work practices

Required Experience:

- Valid Driver's License
- Up to one year of specialized or technical training beyond high school in construction, trades, or a related field or an Equivalency;
- Five years of related maintenance, construction, or trades experience
- Trade Related Certifications (TBD) Journeyman-Electrician, HVAC, Carpenter, Plummer

How to Apply:

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.

05/13/2024