



## **JOB VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : Navajo Maintenance - Navajo, New Mexico  
**SALARY** : \$21.7477 per hour  
**CLOSING DATE** : Open Until Fill (OUF)

### **Class Summary:**

This class is the fifth of six levels in the Maintenance series. Incumbents lead and/or supervise the work of lower-level maintenance staff. Responsibilities may include approving maintenance activities and related administrative actions; organizing work crews and overseeing repairs; maintaining inventory levels and ordering supplies and equipment; preparing standard and non-standard operational reports; and coordinating work across multiple sites and crews. The Maintenance Supervisor is distinguished from the Maintenance Specialist in that it is responsible for leading and/or supervisory the work of lower level maintenance staff. 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:**

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day maintenance and trades operations, which includes: developing and coordinating work plans; inspecting in-progress and completed work to ensure conformance with established standards; coordinating work crews; overseeing projects; and monitoring compliance with internal and external requirements
- Procures and monitors inventory of supplies, materials, and equipment; requisitions supplies as necessary.
- Maintains, reviews, approves, prepares, and updates a variety of operational records, reports, bids, and other related documents. Identifies discrepancies and determines areas for improvement.
- Performs other duties of a similar nature or level.

### **Required Skills:**

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Supervising facilities maintenance and operations activities;
- Using applicable tools and equipment;
- Preparing and maintaining a variety of maintenance records and reports;
- Monitoring and maintaining inventory;
- Inspecting buildings for maintenance issues;
- Using a computer and relates software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### **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; and seven years of related maintenance, construction, or trades experience; including
- One year of lead or supervisory experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position
- Trade Related Certifications (TBD) - Journeyman Electrician, HVAC, Carpenter, Plumber

### **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](mailto: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.