



**INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : Tohajiilee Maintenance Division – Tohajiilee, New Mexico  
**SALARY** : \$21.7477 per hour  
**CLOSING DATE** : Friday, May 24, 2024 at 5:00 PM

**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;
- Recordkeeping principles;
- Communication, interpersonal skills as applied to interaction with subordinates, co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to 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
- Seven years of related maintenance, construction, or trades experience; including one year of lead or supervisory experience or an Equivalency;
- Trade Related Certification (TBD)
- Journeyman Electrician
- Journeyman HVAC
- Journeyman Carpenter
- Journeyman Plumber



**Maintenance Supervisor**  
**Tracking Code: 1399-381**  
**Job Description**

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### **How to Apply:**

Applicants must apply and upload their resumes and transcriptions on our NHA website at [www.hooghan.org](http://www.hooghan.org) 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 on-line shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.