



**VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : Fleet Management - Fort Defiance, Arizona  
**SALARY** : \$15.6668 per hour  
**CLOSING DATE** : Open Until Fill (OUF)

**Class Summary:**

This class is the first of three levels in the Fleet Maintenance series. Incumbents perform technical maintenance duties on gas and diesel powered equipment and vehicles such as sedans, pick-ups, semi-trucks, tractors, backhoes, and forklifts. Responsibilities may include changing oil; repairing tires; servicing brake systems; flushing and repairing transmissions; running diagnostic scans and recording codes; replacing windows; and documenting service histories and repairs. 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:**

- Maintains a preventative maintenance program; performs preventative maintenance activities which may include checking, replacing and balancing tires; checking fluid levels; adding fluids; draining engine oil; replacing filters; and replacing oil, wipers, belts, and related equipment.
- Repairs vehicles, which may include removing and replacing brakes and brake systems; flushing and repairing transmissions; running diagnostic scans; and/or performing related activities
- Orders parts and maintains an inventory of standard parts.
- Maintains records of maintenance and repair activities.
- Performs other duties of a similar nature or level.

**Required Skills:**

- Utilizing applicable tools and equipment of the trade;
  - Performing mechanical repairs to light vehicles and equipment;
  - Performing preventive maintenance activities;
  - Maintaining records;
- Communication, interpersonal skills as applied to interaction with coworkers, 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;
- Three (3) years of basic vehicle/equipment maintenance experience; or an equivalency.

**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) 871-2680.