



## **JOB VACANCY ANNOUNCEMENT**

---

**JOB LOCATION** : Tohatchi Maintenance Department – Tohatchi, NM  
**SALARY** : \$17.3544 per hour  
**CLOSING DATE** : Open Until Fill (OUF)

### **Class Summary:**

This class is the third of six levels in the Maintenance series. Incumbents perform a variety of semi-skilled structural, electrical and mechanical maintenance duties on NHA facilities and homes. Responsibilities may include painting walls and surfaces; building and repairing basic structures; testing electrical malfunctions and shorts and making basic repairs; diagnosing routine plumbing issues and replacing pipes, faucets and toilet components; making basic repairs of HVAC systems; conducting inspections to identify and document repair needs; and maintaining all related documentation. The Maintenance Technician is distinguished from the Maintenance Assistant in that it performs duties requiring 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:**

- Repairs and maintains non-mechanical/electrical building systems and/or structures which includes replacing parts, repairing fixtures, and/or performing related duties.
- Paint's interior and exterior surfaces; cleans and repairs surfaces; applies paint products.
- Inspects systems, equipment, and/or structures and ensures safety requirements are met.
- Prepares and monitors logs and operational records.
- Performs other duties of a similar nature or level.

### **Required Skills:**

- Cleaning, painting, and repairing surfaces and structures.
- Using applicable tools and equipment.
- Proper handling of chemicals.
- Inspecting facilities, equipment and other structures.
- Identifying and repairing/replacing unsafe equipment.
- Maintaining records and logs.
- Ensuring compliance with safety requirements.
- 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
- Three years of related maintenance, construction, or trades experience or an Equivalency.
- Trade Related Certification (TBD)

### **How to Apply:**

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email the completed application packet to [nhahr@hooghan.org](mailto:nhahr@hooghan.org) or hand deliver it to our NHA HR Office in Window Rock, AZ by the closing date to be considered for the position. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit the required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 871-2680.

12/02/2024