



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Utility Section – Fort Defiance, Arizona
SALARY : \$20.7358 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the first of two levels in the Utility series. Incumbents plan, inspect and oversee the design and technical administration of utility services for NHA properties. Responsibilities may include drafting utility layouts for new developments; preparing and processing transfer agreements; reviewing permit submissions; updating drawings and drafts of existing services; locating existing utility lines; conducting inspections; and preparing routine reports, memos and related correspondence.

Responsibilities:

- Operates a variety of tools, and equipment utilized in utility repair, installation, and maintenance operations. Locates utility lines and inspects lines and related equipment for maintenance issues.
- Receives and responds to a variety of complicated customer complaints, concerns, and/or other related items, including the development of non-routine and complex written communications.
- Prepares, reviews, and maintains a variety of operational records and reports, including transfer agreements, permit submissions, drawings, and related business correspondence.
- Provides advice and guidance regarding problems associated with meters and/or equipment related to area of assignment.
- Performs other duties of a similar nature or level.

Required Skills:

- Performing utility service repairs and maintenance;
- Utilizing and maintaining applicable tools, equipment, and vehicles;
- Reading and interpreting maps;
- Performing mathematical calculations;
- Maintaining operational records;
- Providing customer service;
- 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
- Applicable tools, equipment, and vehicles utilized in utility service operations;
- Utility system operation and repair techniques;
- Basic mathematical concepts;
- Customer service principles;
- Authority geography;
- Recordkeeping principles.

Required Experience:

- Valid Driver's License
- Associate's degree or two-year technical certificate in engineering, drafting, real estate, or related field or an Equivalency.
- Two years of drafting, facility inspection, or utilities experience; or utilities experience.

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Please email the completed application packet to nhahr@hooghan.org or hand deliver it to our NHA HR Office in Fort Defiance, 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.