



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Ojo Amarillo Maintenance – Ojo Amarillo, New Mexico
SALARY : \$18.0029 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the fourth of six levels in the Maintenance series. Incumbents perform a variety of semi-skilled and skilled structural, electrical and mechanical maintenance duties on NHA facilities and homes. Incumbents may either be generalists that perform a variety of trade functions, or specialists that possess advanced and unique knowledge of a specific trade. Responsibilities may include building and repairing a variety of structures, components, and facilities; conducting complex electrical diagnostics and repairs; diagnosing and repairing a full range of plumbing systems; conducting regular inspections and determining project priorities; and maintaining all related documentation. Incumbents may lead the work of less experienced staff. The Maintenance Specialist is distinguished from the Maintenance Technician in that it performs duties requiring advanced and 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:

- Performs inspection, testing, troubleshooting, and repair of applicable building structures and/or systems, which may include electrical, plumbing, HVAC, and/or other applicable items.
- Installs applicable structures and/or systems in the assigned area of responsibility.
- Estimates the cost of repairs; determines what supplies and equipment is necessary.
- Monitors and maintains materials, supplies, equipment, and/or other applicable inventory items in assigned area of responsibility; initiate the procurement of replacement items.
- Performs preventative maintenance activities to ensure efficient and effective operations.
- May prioritize and assign work to lower-level staff; monitor the performance of lower-level staff; train staff on work methods and procedures, and participate in staff evaluations.
- Performs other duties of a similar nature or level.

Required Skills:

- Using applicable tools and equipment related to the area of assignment;
- Performing trades maintenance activities;
- Reading blueprints, schematic drawings, and/or construction drawings;
- Troubleshooting systems related to the area of assignment;
- Inspecting facilities, equipment, and other structures;
- Maintaining records and logs;
- Ensuring compliance with safety requirements;
- Monitoring and maintaining inventory;
- Prioritizing and assigning work;
- Communication and interpersonal skills as applied to interaction with subordinates, co-workers, supervisors, the general public, etc. are sufficient to exchange or convey information and to receive work direction.

Required Experience:

- Valid Driver's License
- Trade Related Certifications (TBD)
- Journeyman Electrician, HVAC, Carpenter, Plumber

How to Apply:

Applicants must submit or upload their resumes and transcriptions on our NHA website at www.hooghan.org 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 required documents online shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.