



**INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : Kayenta Housing Maintenance Office – Kayenta, Arizona  
**SALARY** : \$16.8326 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 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) 729-6623.

07/15/2024