



## **JOB VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : Facility Management Department – Fort Defiance, Arizona  
**SALARY** : \$14.2369 per hour  
**CLOSING DATE** : Open Until Fill (OUF)

### **Class Summary:**

This class is the first of six levels in the Maintenance Series. Incumbents perform a variety of basic custodial, general labor, and building maintenance duties. Responsibilities may include cleaning floors and carpeting; collecting and removing waste; performing simple repair; assisting with more technical repairs; opening and securing facilities; removing snow and yard debris; and recording inventory of cleaning supplies and related materials.

The Maintenance Assistant is distinguished from the Maintenance Technician in that it does not perform any trades- based duties requiring specialized training. 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 grounds maintenance activities, which includes: mowing; edging lawns; watering and weeding lawns and gardens; and removing snow.
- Performs a variety of general custodial and/ or sanitizing duties including cleaning restrooms, kitchens, and grounds; dusting, mopping, sweeping, and vacuuming floors; and/ or performing other related activities.
- Performs basic technical repairs
- Operates and maintains a variety of cleaning, maintenance, and/ or operational equipment and tools. Monitors and records inventory of supplies and related material.
- Collects and disposes of trash and recyclables from grounds and buildings.
- May perform building security duties including opening and closing buildings, unlocking gates, locking doors, and/ or performing related duties.
- Performs other duties of a similar nature or level.

### **Required Skills:**

- Cleaning, and sanitizing restrooms, buildings, and other facilities;
- Using vacuums and/ or applicable custodial equipment;
- Proper handling of chemicals;
- Maintaining records and logs;
- Using applicable tools and equipment;
- Maintaining grounds;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **Required Experience:**

- Valid Driver's License
- High School Diploma or GED;
- and up to one year of general labor, custodial or maintenance experience.

### **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.