



## VACANCY ANNOUNCEMENT

**Position: Lead Maintenance Worker**

**Open Date: April 4, 2022**

**Closing Date: Open Till Filled**

**Location: Pueblo of Acoma Housing Authority (PAHA) Development Department**

**Rate of Pay: \$DOE**

### SUMMARY

Under the supervision of the Development Manager, the Lead Maintenance Worker is responsible for working with a team, including the Development Administrative Assistant, Project Managers, Housing Services, Maintenance Workers, and others to develop maintenance plans to meet goals for the Pueblo of Acoma Housing Authority properties. Maintenance plan includes managing work orders, formulating inventory levels, performing a variety of routine tasks in the rehabilitation, preventative maintenance, including all other maintenance and repair work of PAHA managed units and buildings, and facilitate property readiness for move-ins. The position is subject to on-call status and requires initiative and independent judgment. Assignment of duties may include but are not limited to the following:

### DUTIES AND RESPONSIBILITIES

1. Institutes and manages system for evaluating, prioritizing, and scheduling work orders, so work orders are completed according to applicable deadlines, and in accordance with HUD quality standards
2. Collaborates with team members to discuss upcoming work assignments; delegates assignments based on team members skills, experience & workload
3. Ensures maintenance and repair work is completed safely, efficiently in a timely manner, and in compliance with established standards & codes
4. Assists team members with technical issues or advanced problems with given assignments
5. Works with Development Department staff to plan priorities, obtain and maintain necessary supplies & inventory
6. Schedules and performs minor & routine maintenance on all appropriate equipment on a regular basis
7. Works with Development Department staff to ensure records regarding preventative maintenance, work orders (received & completed), expenditures, home/apartment make-ready status, work-in-progress, etc. are prepared timely and accurately, and organized/maintained in accordance with PAHA standards
8. Ensures all make-ready repairs and services are completed in compliance with inspection requirements and on schedule
9. Performs tasks related to varied building maintenance involving some carpentry, painting, wall patching, plumbing, heating, and electrical and mechanical work; replaces light bulbs and fluorescent tubes, and maintains light fixtures

10. Performs repairs to dwelling units and buildings operated by PAHA to include preventative maintenance and rehabilitation of HVAC equipment, electrical fixtures, switches, related equipment, and on various types of appliances including stoves, refrigerators, and ovens
11. Repair valves, pipes, drains, sinks, toilets, faucets, and use of related plumbing tools, equipment, and materials
12. Mix and apply paint to a variety of interior and exterior surfaces of dwelling units and buildings using rollers, brushes and/or sprayer to include surface preparation, caulk, and glaze
13. Repair doors, locks, windows, floors, roofs, and ceilings
14. Operate various power and hand tools to include cleaning and maintenance of tools and equipment
15. Assist the Housing Services Department with monthly, quarterly, and annual inspections of PAHA managed units to determine necessary maintenance and repair needs
16. Must be "on-call" to perform work assignments in emergency cases, after working hours, on weekends and Holidays
17. Perform other duties as required or assigned

### **QUALIFICATIONS**

- High School Diploma, GED
- Five (5) years of experience in general/residential building maintenance, construction & appliance repair
- Must be physically able to perform necessary work requirements.
- Ability to understand and follow specific instructions and procedures
- Working knowledge of computers for reporting, maintaining logs, maintaining work orders

### **PHYSICAL DEMANDS**

- The physical demands described here are only representative to perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move light, moderate and heavy weight throughout the day

### **WORK ENVIRONMENT**

- The work environment characteristics described here are only representative while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud. Employee must possess strong public relations skills to work professionally with PAHA staff, community members, tribal programs, tribal administration, and other public and private entities.

### **LICENSE/CERTIFICATION REQUIREMENTS**

Must have a valid state driver's license at time of submitting application and must be insurable

Applications may be picked up at the Pueblo of Acoma Housing Authority office located at 6A Sunrise Road. Applications may also be requested by contacting Calene Pedro or Francisco Carr at (505) 552-7528, email request to [paha@acomahousing.org](mailto:paha@acomahousing.org), or may be downloaded at <https://acomahousing.org/employment/>. Application can be hand delivered to the main office; mailed to Attn: Development Manager, PO Box 620, Acoma, New Mexico 87034; fax to (505) 552-9093 or email to [paha@acomahousing.org](mailto:paha@acomahousing.org). The Pueblo of Acoma is located approximately 55 miles west of Albuquerque. Applications must be received by 4:30pm, Tuesday, March 29, 2022.

*\* Resumes are encouraged but **NOT in lieu** of a completed application form.*

*\* The Pueblo of Acoma Housing Authority is an equal opportunity employer; all applications will be considered; Native American Preference and/or Acoma Tribal Member Applies.*

*\* Pre-Employment drug screening will be required.*