



P.O. Box 620
Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

Phone: (505) 552-7528
Fax: (505) 552-9093

VACANCY ANNOUNCEMENT

POSITION: Maintenance/Facilities Manager
CLOSING DATE: Open Until Filled
LOCATION: Pueblo of Acoma Housing Authority (PAHA)
RATE OF PAY: \$DOE

SUMMARY

Under the supervision of the Executive Director, the Maintenance/Facilities Manager manages the maintenance activities and facilities of Pueblo of Acoma Housing Authority properties. Responsible for the direction, coordination and performance of the Maintenance Department to develop maintenance plans to meet goals for PAHA 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. For more information contact the PAHA at 505-552-7528 or email at paha@acomahousing.org.

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

LICENSE/CERTIFICATION REQUIREMENTS

Must have a valid state driver's license and be insurable.

Applications may be picked up at the Pueblo of Acoma Housing Authority office located at 6A Sunrise Road or on our website at www.acomahousing.org. Application can be hand delivered to the main office; mailed to Attn: Executive Director, P.O.Box 620, Pueblo of Acoma, New Mexico 87034; fax to (505) 552-9093 or email to paha@acomahousing.org. The Pueblo of Acoma is located approximately 65 miles west of Albuquerque and 15 miles east of Grants.

** Resumes are encouraged but not be in lieu of a completed employment application.*

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

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