



VACANCY ANNOUNCEMENT

Position: Maintenance Worker
Open Date: November 20, 2023
Closing Date: Open Until Filled
Location: Pueblo of Acoma Housing Authority (PAHA) Development Department
Rate of Pay: \$DOE

SUMMARY

Under the supervision of the Development Manager, the Maintenance Worker will perform a variety of tasks in the rehabilitation, preventative maintenance and repair of PAHA manage units and buildings. 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. 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
2. Performs repairs to dwelling units and buildings operated by PAHA to include preventative maintenance and rehabilitation of heating, ventilation and air conditioning equipment; operates, adjust, and repairs heating and air conditioning units
3. Perform preventative maintenance and repairs on electrical fixtures, wall heaters, switches, and related equipment
4. Repair valves, pipes, drains, sinks, toilets, faucets, and use of related plumbing tools, equipment and materials
5. Performs general grounds maintenance and cleaning of PAHA buildings and common areas of rental projects including, but not limited to: applying herbicide, pesticides and fertilizers, weeding, watering and removal of debris
6. 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
7. Repair doors, locks, windows, floors, roofs and ceilings
8. Perform preventative and routine maintenance on various types of appliances including stoves, refrigerators and ovens
9. Operate various power and hand tools to include cleaning and maintenance of tools and equipment
10. Assist the Housing Services Department with monthly, quarterly and annual inspections of PAHA managed units to determine necessary maintenance and repair needs
11. Maintain inventory of all supplies of all maintenance supplies, parts and equipment to include sharing responsibility of inventory management

12. Must keep accurate records of all work performed
13. Must be “on-call” to perform work assignments in emergency cases, after working hours, on weekends and Holidays
14. Perform other duties as required or assigned

QUALIFICATIONS

- High School Diploma, GED or experience sufficient to satisfy job requirements.
- Possess a working knowledge of general maintenance
- Must be physically able to perform necessary work requirements.
- Ability to understand and follow specific instructions and procedures

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.

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. 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-hr@acomahousing.org Applications must be received by 4:30pm, Wednesday, March 30, 2016. The Pueblo of Acoma is located approximately 65 miles west of Albuquerque.

** 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; Acoma Tribal Member and/or Native American Preference Applies.*

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