



Santa Clara Pueblo Housing Authority

201 Road Runner Road, Espanola NM 87532-1313

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info@scphousing.org – www.scphousing.org

JOB ANNOUNCEMENT

POSITION TITLE: Maintenance
SALARY RANGE: DOE
REPORTS TO: Executive Director
CLASSIFICATION: **CONTRACT BASIS**
DEADLINE: April 16, 2021

APPLICATIONS ARE AVAILABLE AT SCPHA OFFICES DURING NORMAL BUSINESS HOURS OR ON OUR WEBSITE.

Summary & Scope of Position:

Ensures and maintains SCPHA facilities are kept clean and in good operating conditions.

- Maintain cleanliness of SCPHA Offices, Park, Storage Units, Skate Park, and Townhome areas of any trash and weeds.
- Assist SCPHA Staff with basic maintenance needs such as cleaning, moving items, and minor repairs.

Primary Responsibilities: (Full description will be provided at time of interview)

Requirements and Qualifications:

- High School Diploma or equivalent plus (3) years working with community programs.
- Must be able to work with limited supervision and be task oriented.
- Must have Knowledge of office equipment, including but not limited to computers and scanning equipment, computer software, and preparation of records and reports.
- Working knowledge of the public sector and the role and functions of the Housing Authority in the community; community resources.
- Must establish and maintain a positive working relationship with SCPHA Staff and community members.
- Time management skills and demonstrated ability to prioritize and multi-task activities.
- Must be sensitive to the American Indian traditions, customs and socioeconomic conditions.
- Preferred Santa Clara Pueblo enrolled, Affiliate or other native.
- Must possess a valid New Mexico class 5 or D Driver's License.
- Must be able to successfully pass a pre-employment drug test and background check.

Working Conditions:

Work is performed but not limited to outside settings, walking, and lifting regularly is required. May be subject to CRT and VDT exposure.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(D), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.