**JOB ANNOUNCEMENT**

**Position title:** Maintenance Specialist

**Salary Range:** DOE

**Reports To:** Project Coordinator

**FLSA Status:** Non-Exempt

**Classification:** Full Time

**Deadline:** Until Filled

**APPLICATIONS ARE AVAILABLE ON SCPHA WEBSITE OR REQUESTED VIA EMAIL**

**Summary & Scope of Position:**

The Maintenance Specialist is responsible for providing janitorial, grounds keeping and maintenance services for SCPHA programs/projects.

**Primary Responsibilities:**

**(Full description will be provided at time of interview)**

**Requirements and Qualifications:**

* High School Diploma or GED
* Two (2) years of job related experience
* Ability to read, interpret and follow Policies and Procedures, such as safety, housing, operating/maintenance instruction and procedure and technical manuals
* Ability to write routine reports and correspondence
* Ability to establish and maintain effective relationships with SCPHA staff, contractors, tenants, and tribal members
* Works as a team to develop a “best practice” approach in housing functions
* Self-starter and be able to work with little or no supervision; work independently
* Experience towing trailers, driving a snow plow, skid loader and zero turn mowers if any
* 100% of the time is spent performing physical activities that require considerable use of arms and legs and moving the whole body, such as climbing, lifting, balancing, walking, stooping and handling of materials
* Regularly lift and/or move up to 100 pounds, frequently lifting and/or moving up to 50 pounds
* Must be sensitive to the American Indian traditions, customs and socioeconomic conditions
* Must have a valid New Mexico’s Driver’s License and be insurable throughout the duration of employment
* Drug screening and background check is required; must successfully pass these screenings before and during employment or at any time requested
* Perform other duties assigned by Management

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