SANTO DOMINGO TRIBAL HOUSING AUTHORITY
P.O. Box 10, Santo Domingo Pueblo, NM 87052
(505) 465-1003 / (505) 465-1012 (F)

JOB ANNOUNCEMENT

Position: **Maintenance Mechanic**
Department: **Santo Doming Tribal Housing Authority**
Employment Status: **Non-Exempt**
Salary/Wage: **Depending on Experience**
Opening Date: **September 1, 2020** **Closing Date: Until Filled**

Only complete application packages will be reviewed

Job Summary

Performs overall maintenance services remodel and rehabilitation work on housing managed properties. Performs installation and preventative maintenance, service, and repair on HVAC, carpentry, plumbing, electrical and structures for residential housing and buildings.

Duties and Responsibilities

- Inspects work site for damage to determine scope of work and time involved.
- Estimates materials and supplies necessary to complete repairs and/or installation work.
- Assures enough supplies and materials are available to perform the task.
- Performs major and minor repair, construction and maintenance work.
- Measures, cuts, install, repairs, and modify carpentry structures using carpentry skills for measurements, fits, and accuracy.
- Follows specific instructions as outlined by the supervisor and applies standard measurements, specifications and instructions, or reads blueprints, diagrams, sketches and other written or verbal instructions.
- Completes rough carpentry including framing, footings, steps and porches; repairs or replaces roofs; repairs or replaces doors, windows, door locks, baseboards and garage doors.
- Performs maintenance and installation of plumbing systems including repair of leaking fixtures and pipes and cleaning obstructed fixtures and waste lines.
- Completes standard repairs to electrical fixtures, appliances and systems, including switches, light bulbs, and outlets.
- Performs maintenance on heating ventilation and cooling systems including standard repair and replacement of components; cleaning heating and cooling fan coil units, and adjustment of system controls.
- Adjusts functional parts of devices and control instruments, using hand tools, levels, plumb bobs and straightedges.
- Repair, patch, pour concrete sidewalks and slab foundations.
- Repair, patch, install stucco siding.
- Performs routine and minor repair, maintenance and installation work on various types of appliances such as stoves, refrigerators, and heating units.
- Cleans and repairs tools or equipment and secures all equipment and tools before leaving work site.
- Cleans and maintains assigned vehicle and secures vehicle daily.
- Maintains a safe work environment using established safety practices and procedures.

- Mixes prepared paints and paints a variety of exterior and interior surfaces.
- Unclogs drains, water lines, sewer lines and lavatories.
- Maintains, repair and completes schedules work orders and supplies; submits work orders with supplies used when completed.
- Observes safety rules and ensures and maintains a safe environment.
- Cleans bedrooms, hallways, restrooms, living areas, kitchens, stairways and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strips and waxes floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds.
- Washes walls, ceilings, woodwork, windows, doors and sills.
- Performs other duties as assigned.

SUPERVISORY RELATIONSHIPS:

The Maintenance Mechanic reports to and receives instructions from the Maintenance Supervisor and in their absence, the Executive Director. Maintenance Mechanic is expected to carry out his/her responsibilities in a professional, businesslike manner and in accordance with SDTHA policies and federal requirements. Supervision is not a normal function of this position.

Minimum Qualifications

- High School Diploma or GED.
- **Five (5) years of work experience** in a combination of trades including plumbing, carpentry, flooring, and electrical systems.
- Must have a valid NM Driver's License and be insurable through the Santo Domingo Tribal Housing Authority.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of safety operations and procedures, safety methods and practices.
- Knowledge of the principles and practices used in the skilled trades, including HVAC, electrical, plumbing and carpentry.
- Knowledge of the methods and practices used in installation, preventive maintenance and repair work.
- Knowledge of codes and standards used in the skilled trades, including HVAC, electrical, plumbing and carpentry.
- Knowledge of rough and finish carpentry.
- Skill in the safe operation of power tools and shop equipment.
- Skill in managing multiple projects and meeting strict deadlines.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain work orders.
- Ability to use hand tools and electrical tools.

SPECIAL REQUIREMENTS:

Must possess a valid New Mexico driver's license and be insurable under the Santo Domingo Tribal Housing Authority Insurance. Must maintain a valid New Mexico State Driver's License and a safe driving record in order to be on the SDTHA Auto Insurance.

Must successfully clear an extensive Criminal Background inquiry and pre-employment drug screen.

Physical Demands

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.

Submit **Letter of Application, Resume** and **Application** to:

Brook B. Kristovich, Executive Director
Santo Domingo Tribal Housing Authority
PO Box 10
Santo Domingo Pueblo, NM 87052
bkristovich@sdtha.org

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