



EMPLOYMENT OPPORTUNITY

ADVERTISEMENT

Zuni Housing Authority
P. O. Box 710 - 11 South D Avenue
Zuni, New Mexico 87327
Phone: (505) 418-4265

www.pozha.org

ZHA-2025-001

Announcement No.

January 13, 2025

Announcement Date

January 27, 2025

Closing Date

POSITION: Maintenance Director

Pay Level and Hourly Rate: Level 14-(\$34.28 ph)

DEPARTMENT AND LOCATION: Maintenance Department

GENERAL DEFINITION:

This position is responsible for directing and managing the Maintenance Department of Zuni Housing Authority (ZHA) and related activities. Oversees all maintenance operations including maintenance and repair work of rental housing stock, ZHA office buildings and properties, and ensuring adequate material inventory and equipment. Carries out and schedules routine housing inspections, ensure building security, and responsible for housing and property insurance claims processing.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Skills in writing and verbal communication.
2. Ability to effectively manage time and meet specific deadlines.
3. Knowledge of standard tools, methods, practices of trades involved in all maintenance operations.
4. Knowledge of occupational hazards and safety precautions.
5. Knowledge of prevailing building codes with the ability to evaluate and analyze, and resolve construction and mechanical problems.
6. Ability to make volume and cost estimates of material and labor requirements.
7. Ability to understand and work from general instructions and specifications and to interpret and follow blueprints, shop drawings, sketches and specifications.
8. Proficient in operating computers and related hardware.

TRAINING AND EXPERIENCE:

- Bachelor of Science Degree in Electrical Engineering, Architecture, or closely related field; with five (5) years work experience in Facilities Management, Architecture, or Engineering and three (3) years' experience in a supervisory capacity.
- Associates Degree in Electrical Engineering, Architecture, or closely related field; with eight (8) years work experience in Facilities Management, Architecture, or Engineering and five (5) years' experience in a supervisory capacity.

WORK ENVIRONMENT:

1. Full-time position. Work hours are Monday through Thursday; 7:00 am to 6:00 pm. Incumbent is subject to preemployment and annual background checks. Requires some travel.

PHYSICAL DEMANDS:

- The employee is frequently required to talk and hear. The employee is frequently required to stand; walk.
- The employee is occasionally required to sit;climb or balance; stoop; kneel, crouch or crawl.
- The employee must frequently lift and /or move up to 25 lbs.

AAP/EEO STATEMENT

- ZHA provides Equal Employment Opportunity (EEO) and complies with the Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA). ZHA Provides preference for Zuni Tribal Members, Native American and Veterans of the United States Military.

APPLICATION INSTRUCTIONS: (Please do not remove job posting).

Applications can be obtained at the Zuni Housing Authority Administration Building at 11 South D Avenue, Blackrock and the ZHA website at www.pozha.org