

JOB OPENING ANNOUNCEMENT

Job Title: Maintenance Laborer

Reports to: Maintenance Supv.

Department: Tribal Housing

Job Vacancy: YAN-21-016

Status: Full-Time; Non-exempt

Starting Wage: \$13.00 per hour

Opening Date: 01/11/2021

Closing Date: 01/22/2021

POSITION DESCRIPTION:

The Maintenance Laborer will perform a variety of duties in the maintenance, upkeep and repairs of Tribal housing units and yards within the Yavapai-Apache Nation.

QUALIFICATIONS:

- Prefer High School Diploma or GED
- Skilled in the use and care of common hand tools required in building, yard, and equipment maintenance
- Knowledge of occupational hazards and safety procedures of the trade.
- Must be able to work independently or with minimal supervision.
- Ability to read, follow oral and written instructions.
- Must have a valid Arizona Driver License and be insurable with the Yavapai-Apache Nation's Insurance policy and maintain insurability throughout duration of employment.

DUTIES AND RESPONSIBILITIES:

- Must practice safety precautions and be safety conscious at all times.
- Performs required planned and corrective (repair) maintenance to building surfaces, systems and equipment.
- Performs duties related to all aspects of tenant yard maintenance and weed control
- Performs such tasks as: repairing faucet washers, toilet seats, stems, spigots, valves, hardware, sprinkler lines, landscaping and changing filters.
- Performs such painting tasks as: preparing surfaces for painting by patching plaster holes, sanding, scraping or making, painting after work in an area, spot painting metal surfaces for corrosion control, etc.
- Performs miscellaneous maintenance related task for a variety of situations as directed by immediate Supervisor.
- Performs necessary manual labor to keep housing projects in a decent, safe and sanitary condition.
- Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers and volt-ohm-amp meters.
- Operates and makes all installations and repairs in accordance with Local, State and National Codes.
- Maintains professional education and attend required meetings/trainings to keep abreast of changes in building codes requirements, which affect the Nation and current trends in the maintenance field.

- Must have high adaptability and exercise sound judgment, tact and professional attitude.
- Maintains a positive working relationship with Tribal employees.
- Accomplishes other job-related duties as assigned by Supervisor or delegate.
- Performs other duties as assigned

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

