

JOB OPENING ANNOUNCEMENT

Job Title: Maintenance Coordinator

Report To: DDRV Manager

Department: Distant Drums RV

Job Vacancy: YAN-25-86

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 7-28-2025

Closing Date: Open Until Filled

POSITION DESCRIPTION:

The Maintenance Coordinator works with Resort Manager and on-site maintenance team (workcampers) and perform overall daily maintenance and upkeep of property grounds, facilities, streets, equipment, water pump system, septic tank, maintain the pool/spa and various utility systems. They also always provide great customer service.

QUALIFICATIONS:

- As a Maintenance Coordinator, you must be hard-working, dependable and focused on providing exceptional customer service.
- You must also be highly organized, a Self-starter and detail-oriented with the ability to manage multiple tasks simultaneously
- High School Diploma or GED
- Minimum 5 years in general maintenance role, preferably in a residential housing, campground, or RV Park environment
- Must understand & calibrate Pool & Spa chemicals, to maintain accurate PH levels.
- Minimum 2-year experience managing at least one direct report •
- Good negotiation skills
- 3 years of RV Park Maintenance Environment
- Ability to endure seasonal temperatures as working conditions require constant outdoor work.
- Must have detailed knowledge of water treatment facilities, which include water quality standards and regulations.
- Ability to pass a criminal background check and pre-hire drug screen.
- Strong knowledge of janitorial work, plumbing, electrical, and grounds maintenance
- Proficient skills in operating various hand tools, power equipment, and commercial machinery • Ability to provide legible written reports.
- Ability to work well independently as well as on a team.
- Must be able to lift at least 50 pounds.
- Basic computer proficiency, including the ability to use email and internet.
- Must know principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Availability to respond to resort needs during non-business hours while on-call.

- Must have a valid Arizona Driver's license, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Prioritize daily Arrivals & Departures workload to be completed– to ensure sites have been cleaned, trash removed, landscaped & services are available.
- Complete Resort work projects established by Resort Manager and Assistant Manager to ensure efficient & thorough completion.
- Maintain accurate record of types & frequency of service requests received, e.g., Pool & or Propane station
- Work with Resort Manager to establish emergency maintenance on call schedule.
- Adherence to all Resort Maintenance Rules & Policies, inform Manager & Assistant Manager of any violations by guests or team.
- Oversee off-site contractors' and YAN maintenance projects when needed
- Perform duties in a safe manner adhering to all safety procedures and the proper use of safety equipment.
- Perform and assist in all aspects of resort maintenance and repairs of grounds & facilities, including, but not limited to landscaping, clubhouse, pools, streets, sidewalks & maintenance sheds.
- Ensure completion of routine maintenance and emergency repairs.
- Ensure proper maintenance of community vehicles, golf carts & Resort equipment
- Ensure safe storage of hazardous chemicals/equipment.
- Participate in the selection of contractual services as requested by Resort Manager.
- Maintain inventory of equipment, tools, and supplies.
- Make regular inspections of the guest sites and Resort buildings.
- Work with Resort Manager to purchase supplies, equipment and services while adhering to Cap Ex & budget guidelines.
- Issue rule reminders and violation notices, and follow ups as needed.
- Assist Resort Manager with aspects of future and current capital expenditure program, including reviewing budget variances as needed.
- Other duties as assigned.

Physical Requirements:

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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**

