

## JOB OPENING ANNOUNCEMENT

**Job Title:** Maintenance Superintendent      **Report To:** Executive Director Housing  
**Department:** Housing      **Job Vacancy:** YAN-26-46  
**Status:** Full Time (Exempt)      **Starting Wage:** DOE  
**Opening Date:** 04/06/2026      **Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

This position is responsible for the over-all maintenance program and specific maintenance performed on homes within the Yavapai-Apache Nation Tribal Housing Department.

### **QUALIFICATIONS:**

- High School Diploma or GED
- Five (5) years experience in the maintenance or building trades and progressively responsible experience in building maintenance
- Must have extensive knowledge of local, state, HUD, LIHTC and national life-safety and building codes.
- Must be able to keep and interpret statistical records, develop statistical reports, and develop and monitor maintenance budgets.
- Must be able to read and interpret blueprints, building specifications, and HVAC system component operating and maintenance information.
- Must have considerable knowledge of maintenance, grounds care and cleaning equipment, materials, supplies, methods and procedures, and be able to convey this knowledge through training to subordinate personnel.
- Must have working knowledge of Preventive Maintenance, work orders and maintenance accounting systems.
- Ability to effectively plan and supervise the activities of various types of heating, ventilating air conditioning, and refrigeration equipment.
- Thorough knowledge of methods, practices, tools and materials used in major building trades.
- Ability to apply effective principles of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Evidence of continuing education to maintain any required certifications/licenses and update knowledge and skills.
- Must have a valid Arizona Driver License and be insurable with the Yavapai-Apache Nation's insurance policy and maintain insurability throughout the duration of employment

### **DUTIES AND RESPONSIBILITIES:**

- Manages assigned staff and program in the best interest of the Nation.

- Plans, organizes and directs a program of building and grounds maintenance encompassing all Tribal Housing Department properties.
- Reviews plans or works with subordinates and employees, advises on technical areas and variations of schedules.
- Handles special projects as required.
- Inspects buildings, grounds and equipment; plan and develop renovations and long-range preventative maintenance programs.
- Makes the appropriate arrangements for the department's reimbursement for damages and/or losses caused by negligence of vendors, contractors or employees. Damages or losses caused by employees include, but are not limited to supplies, tools, checked out tools and equipment.
- Assists Building Inspector in conducting walk-thru on homes needing repairs.
- Schedules safety and training events for employees.
- Controls maintenance vehicle assignments and repair records.
- Assist in preparation of annual budget, prepares necessary correspondence and other administrative tasks incidental to carrying out responsibilities. Closely monitors all area expenditures by subordinates and tasks immediate corrective action to insure strict compliance with approved budgets.
- Assist fire department and emergency alarms, responds to emergency situations.
- Assist YAPD in emergency calls to ensure housing unit are safely secured.
- Assist in a variety of secretarial/clerical related duties such as typing, data transcribing, answering telephones, dispatching, filing, operating copy and fax machine, etc
- Personal Computer skills required.
- Initiates correspondence, memos, forms, and reports for the housing department.
- Supervises and coordinates the work order system in Doorways: receives work reports by phone or in writing, logs in work orders to appropriate personnel; receives completed work orders; initiate charge backs if applicable; generates work order activity/status reports and files completed work order in appropriate files.
- Supervises and coordinates the Preventive Maintenance (P.M.) System: keeps P.M. System up-to-date; routinely reviews P.M. files and initiates pre-printed work orders for scheduled P.M. work; receives completed PM work orders for scheduled PM work; receives completed P.M. work orders and documents work performed in master file; re-scheduled P.M. work in necessary; then re-file and generate P.M. activity/status reports.
- Submits monthly reports, both oral and written to the Executive Director.
- Submits employee time cards with appropriate leave forms attached to supervisor.
- Evaluates and reviews the performance of assigned personnel.
- Maintains professional education and attend meetings/ trainings to keep abreast of changes in 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 Housing Counselors and other Tribal departments.

- Accomplishes other job-related duties as assigned by supervisor

### **Physical Requirements:**

The employee must occasionally lift and/or move up to forty (40) 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](http://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**