JOB OPENING ANNOUNCEMENT

Job Title: Maintenance Worker
Report To: Maintenance Superintendent
Department: Tribal Housing
Job Vacancy: YAN-26-114
Status: Full Time; Non-Exempt
Starting Wage: $18.00 per hour
Opening Date: 10/26/2026
Closing Date: Until Filled

POSITION DESCRIPTION:
The Maintenance Worker will perform a variety of duties in the maintenance, upkeep and repairs of Tribal housing units and buildings within the Yavapai-Apache Nation.

QUALIFICATIONS:
- Prefer High School Diploma or GED, prefer Vo-Tech Building Trades graduate.
- Three (3) year experience comparable to a Certified Apprentice.
- Minimum of one (1) year experience, or technical school program completion.
- Knowledge of principles, practices, tools, and materials used in one or more of the building trades, i.e. (carpentry, plumbing, HVAC, electrical, painting, masonry, etc.)
- Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work.
- Knowledge of occupational hazards and safety procedures of the trade.
- Must be able to work independently or with minimal supervision.
- Ability to read and follow oral and written instructions.
- **Valid Arizona Driver License preferred not required.**

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 equipment preventative maintenance tasks such as: checking for proper equipment operation; lubricating bearings, changing air filters, and changing water heater elements, etc.
- Performs electrical and plumbing systems preventative maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs, checking drain lines to insure they are free of obstruction, checking appliances for proper operations, testing light switches and electrical outlets and conducting ground fault detection tests.
- Performs such mechanical task as testing, servicing, repairing and/or replacing space temperature and HVAC equipment and/or controls. This includes the removal of refrigerants and recharging the system with refrigerants.
- Performs such carpentry work as: hanging doors and installing windows, replacing/repairing door and window hardware, installing and/or repairing cabinets and handrails, repairing roofs, gutters on downspouts, replacing floor tiles and patching dry wall and ceilings.

- Performs such masonry work as: repairing cracked concrete, replacing broken masonry brick, ceramic tiles, re-grouting ceramic tiles, sealing concrete and exterior brick walls.
- Performs such plastering and sheetrock repair as: mixing plaster and drywall mud, removing old plaster and lathe, installing lathe, ground coat and white coat, installing and repairing drywall, bends and feathers edges to match surrounding surfaces.
- Performs such plumbing task as: repairing faucet washers, seats, stems, spigots, valves, and hardware, resetting commodes, tubs and sinks, repairing water leaks, replacing and/or repairing flush valves or flush tank hardware, and clearing clogged drains and soil lines.
- Performs such painting tasks as: preparing surfaces for painting by patching plaster holes, sanding, scraping or masking, 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.
- Plans, layout, coordinates and directs other maintenance personnel as assigned by the Maintenance Superintendent.
- Utilizes and is responsible for a wide range of powered and non-powered hand tools such as drills, sanders, sewer line augers, saws, hammers, pillars, screwdrivers, wrenches, oilers and volt-ohm-amp meters, HVAC equipment, etc.
- Troubleshoots maintenance problems using visual and appropriate testing equipment.
- Makes all installations and repairs in accordance with tribally recognized codes.
- Participates in off-shift and weekend emergency maintenance coverage as scheduled.
- Ability to install electrical and gas appliances.
- 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

Physical Requirements

The employee must be able to work in all types of climates, both indoors and outdoors. Work may be performed in extreme weather and environmental conditions. Work may be performed from ladders or scaffolding and possibly in hazardous atmospheres. Specific vision abilities required for this job include close vision, distance vision; peripheral vision, depth perception and ability adjust focus. The noise level in the environment is typical of a construction type setting but is normally typical of an office environment. While performing duties of this job the employee is required to sit; kneel; talk or hear; stand; walk; use hands to fingers, handle or operate objects, tools or controls; and reach with hands and arms.

Physical demands include, but are not limited to standing; crouching; climbing stairs and ladders; reading; twisting; repetitive motion and lifting fifty (50) pounds or more.

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