



# SAN CARLOS HOUSING AUTHORITY

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[www.sancarloshousingauthority.org](http://www.sancarloshousingauthority.org)

## JOB ANNOUNCEMENT

POSITION TITLE: Maintenance Technician I

JOB ANNOUNCEMENT: #2024-411

OPENING DATE: November 6, 2024

SALARY: DOE

CLOSING DATE: Open Until Filled

LOCATION: Peridot Office

Job applications are available at Peridot, Tufastone, and Bylas Sub-offices  
or can be mailed or emailed upon request.

**Applications are due at 4:30 p.m.at the Peridot Housing Office on the closing date.**

### ESSENTIAL FUNCTIONS:

This skilled position is responsible for the care and maintenance of housing authority's buildings, homes, grounds and equipment. Incumbent performs skilled work in various trades in carpentry, electrical, plumbing, masonry, sheet metal, finished carpentry and is required to operate the necessary equipment related to successful completion of complex and technical work. Standby and on call assignment is necessary. Work is performed under the guidance of Maintenance Technician II and is responsible to the Maintenance Foreman.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The San Carlos Housing Authority is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally-recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or Non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.

**DUTIES AND RESPONSIBILITIES:**

Participates in the repairs of Rehab units, repair windows, maintenance of coolers, heaters, other appliances, plumbing fixtures in the homes, water lines, gas lines, and electrical troubleshooting; performs skilled carpentry related tasks; paints interiors and exterior of buildings; cleans and repairs other housing authority buildings; grounds, equipment, tools, fixtures, appliances, machines and other structural or mechanical units; assists in the proper care of tools and equipment used in daily work; performs general labor and maintenance task (picking up debris, disposing of rubbish, cleaning gutters, drains, watering of lawn, etc.); may conduct cost and materials estimating for special projects; assists in maintaining inventory controls of building maintenance material and supplies; submits requisitions for supplies needed to complete work assignment; prepares incident reports as related to work assignment; receives and completes assigned work orders; operates key making machine; participates in the team effort to operate efficiently and effectively; works overtime, holidays; weekends or upon assignment; complete timesheets daily; performs other work as assigned.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Any combination of training and experience equivalent to one year of journeyman level experience in building maintenance and repair work.

**KNOWLEDGE, SKILLS and ABILITIES:**

Considerable knowledge of the use and application of tools and equipment in building trades (i.e., painting, carpentry, plumbing, electrical and masonry). Skilled in one of the building trades. Ability to read and write; ability to understand and follow written and oral instructions; ability to exercise initiative; ability to handle heavy and bulky items and ability to work under adverse weather condition.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

1. Work is generally performed in an office environment.
2. Work may require frequent standing, walking and bending.
3. Incumbents may be exposed to repetitive motion and vision to monitor.
4. Incumbents may be required to operate a SCHA – vehicle.
5. Incumbents may be required to travel to various SCHA Project Sites.

**ADDITIONAL REQUIREMENTS:**

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and be insurable under SCHA vehicle insurance.
4. Must submit evidence of licensure, if applicable
5. Applicant will be subject to a Federal, State, County, Local and Tribal background check.