

Laguna Housing Development & Management Enterprise



Job Announcement

Job Title: Maintenance Tech I (Temporary)
Department: Maintenance Dept.
Opening Date: August 17, 2020
Closing Date: Until filled

Job Summary

Under the supervision of the Maintenance Supervisor, performs home maintenance and repair activities as assigned.

Essential Duties & Responsibilities

- Performs carpentry, painting, dry-wall patching, plumbing, heating, electrical, and mechanical work.
- Replaces light bulbs, fluorescent tubes, other light fixtures and wall outlets.
- Performs preventive maintenance and repair work on heating and cooling units.
- Performs routine and minor repair and maintenance work on various types of appliances such as stoves, refrigerators, and washer and dryers.
- Performs repair work on doors, locks, windows, floors, and minor roof and ceiling work.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Must have excellent communication skills including ability to speak effectively with customers one-on-one.
- Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Must have the ability to write routine reports and correspondence.
- Must have ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and common fractions, and decimals.
- Must have ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Must have ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Must possess good computer skills.
- Must be able to work independently with little or no supervision.
- Must possess the ability to make good judgment decisions in regards to safety.

Minimum Qualifications

- High School Diploma or GED required.
- Licensure in at least one of the construction trades (electrical, HVAC, plumbing, etc.) preferred.

- 2-5 years skilled level experience in building maintenance and repair with a high level of proficiency in at least two of the building trades.
- Must have working knowledge with plumbing, machinery, and electrical circuitry.
- Must possess a valid New Mexico Driver's License and be insurable under the terms of the LHDME motor vehicle insurance policies.
- Must be able to pass a pre-employment drug test and background check.

Physical Demands

- Regularly required to stand; use of hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Frequently required to walk and climb or balance.
- Frequently required to sit, stoop, kneel, crouch, or crawl; and taste or smell.
- Occasionally lift and/or move 25 pounds or more, and on rare occasions, move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate. Some work is performed indoors in a climate controlled area.

Job applicants may be subject to COVID-19 testing in the sole discretion of LHDME.

If interested in applying for this position, please submit application or resume to LHDME, Attn: Winona Bautista, Human Resources Dept., P.O. Box 178, Laguna, NM 87026; or email to: winonab@lagunahousing.org or fax to: 505-552-9409.

LHDME is an equal employment opportunity employer but does provide for Tribal/Indian Preference.