

HOPI TRIBAL HOUSING AUTHORITY

04/24/24

JOB VACANCY **Re-advertisement**

The Hopi Tribal Housing Authority is seeking a qualified individual to fill the following job vacancy.



CUSTODIAN **Regular Full-Time**

CLOSING DATE: May 08, 2024 @ 5:00 P.M.

Job Summary:

Under direct supervision of the Executive Director, this position is responsible for a variety of duties that involve fixing & repairing of things both indoors & outdoors, general maintenance, orderliness and cleanliness in the organization to ensure the facilities & equipment are in good shape at all times for utilization in support of the Hopi Tribal Housing Authority. The incumbent performs duties of average difficulty, requiring knowledge and skill in the proper handling of chemicals, cleaning tools and power equipment, etc. Maintains a high level of confidentiality.

Minimum Qualifications & Requirements:

- High School Diploma or GED **AND** six (6) months work experience as a custodian or similar position **OR** any equivalent combination of education, training and experience which demonstrates the ability to perform the duties of this position.
- Must have general knowledge of building services. Physical requirements include lifting, pulling and pushing objects up to fifty (50) pounds, sitting and walking for long periods.
- Must have ability to climb, stoop and bend.
- Must have a valid Arizona Driver's License with no DWI/DUI convictions within the last three (3) years.

FOR MORE INFORMATION AND/OR TO OBTAIN AN APPLICATION AND JOB DESCRIPTION, CONTACT:

Christine Tawahongva, Human Resources Generalist

P.O. Box 906

Polacca, AZ 86042

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Hopi Tribal Housing Authority Website: WWW.HTHA.ORG

PLEASE READ THOROUGHLY – Applications must be a complete packet to be considered for the position vacancy.

Submit a completed Hopi Tribal Housing Authority employment application, along with a letter of interest and three (3) reference letters. All must received by the closing date to be considered a complete application packet.

The HTHA is an equal opportunity employer and exercises Native American Preference.