



Hopi Tribal Housing Authority

Renovation Technician Crew I

Working under the supervision of the Lead Foreman, the Renovation Technician Crew I is responsible for assisting with all aspects of renovation projects, including planning, preparation, and execution of work on site. Duties include performing project inspections, taking and listing materials, coordinating with team members, and ensuring work meets quality and safety standards. The crew helps maintain project schedules, manage resources and materials, and supports cost and time efficiency throughout each phase of the renovation.

Job Title	<i>Renovation Technician Crew I</i>	Reports to	<i>Lead Foreman</i>
Department	<i>Development - Renovations</i>	Classification	<i>Non-Exempt</i>
Class Code	<i>4701</i>	GS Scale	<i>6</i>

ESSENTIAL DUTIES

- Assists semi-skilled and skilled craftsmen throughout all phases of construction.
- Dismantles salvaged materials and transports them to a designated central storage location.
- Cleans work sites following dismantling, transporting debris to appropriate landfill sites.
- Prepares vacant units for occupancy by new tenants.
- Maintains cleanliness around yards at new or rehabilitated sites.
- Performs backfilling around units as needed.
- Collects and disposes of trash around work areas.
- Cleans and maintains drainage ditches.
- Collaborates effectively with team members to achieve project goals.
- Performs additional duties as assigned or required.

REQUIRED QUALIFICATIONS

1. High School Diploma or GED plus six (6) months' work experience in construction, or maintenance field; or equivalent combination of education and experience.
5. Preference for relevant technical credential or certification, such as HVAC certification, Electrical license, Plumbing certification, or equivalent.
6. Must be in good physical health and may be required to submit to pre-employment and annual

physical examination with expectation of lifting 50 pounds or more.

REQUIRED EXPERTISE

- Proficient in using construction hand tools, equipment, and machinery.
- Well-versed in standard construction safety practices and procedures.
- Able to follow instructions accurately, whether verbal or written.
- Capable of working independently with minimal supervision.
- Physically able to perform heavy manual labor.
- Skilled in establishing and maintaining effective working relationships with others.
- Committed to excellence and continuously seeking ways to improve outcomes.

SUPPLEMENTAL REQUIREMENTS

1. All hires are contingent pending a satisfactory outcome of successful pre-employment screening in accordance with applicable laws, regulations and the Hopi Tribal Housing Authority Personnel Policy
2. A valid Arizona Driver's License is required with no DWI/DUI convictions within the last three (3) years. Must be insurable through HTHA's vehicle policy and maintain throughout the duration of employment.
3. Must pass a background investigation in accordance with applicable laws and regulations pertinent to Tribal Housing Authorities.
4. Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
5. Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act, Title 25, U.S. Code, and Section 472 & 473. The Hopi Housing Authority is committed to equal opportunity without discrimination due to race, sex, religion, color, national origin, marital status, disability and sexual preference.

Approved By	
Title	Chief Executive Officer, Hopi Tribal Housing Authority
Date Approved	December 1, 2025