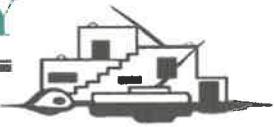


# HOPI TRIBAL HOUSING AUTHORITY

P.O. BOX 906 POLACCA, ARIZONA 86042 FAX: (928) 737-9270 PH: (928) 737-2800



## Vacancy Announcements

Position	Education/Experience
<u>Procurement Officer – (1) Position</u> <ul style="list-style-type: none"> <li>– Finance and Contracts Department</li> <li>– Exempt</li> <li>– GS Scale 11: \$63,795</li> </ul> <p>Starting</p> <ul style="list-style-type: none"> <li>– <b>Full-Time</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Associate's degree in business administration, Supply Chain Management, Finance, Public Administration, or a related field is required; and</li> <li>2. At least 3 years of progressively responsible experience in procurement, purchasing, contract administration, or supply chain operations. Experience working within a tribal organization, public sector, or federally funded programs is highly desirable.</li> <li>3. A bachelor's degree is preferred.</li> </ol>
<u>Inspector – (1) Position</u> <ul style="list-style-type: none"> <li>– Development – Construction Management Department</li> <li>– Exempt</li> <li>– GS Scale 9: \$52,727</li> </ul> <p>Starting</p> <ul style="list-style-type: none"> <li>– <b>Full-Time</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Either: <ul style="list-style-type: none"> <li>a. Bachelor's degree in engineering, Architecture, Construction Management, or related field preferred with two (2) years' experience in a related field; or</li> <li>b. Associate's degree in any related field plus three (3) years' experience in construction management, building inspection, engineering or equivalent combination of education and experience providing the ability to perform the required duties;</li> </ul> </li> <li>2. Building Inspectors Certifications in ICBO or other ICC Certifications</li> </ol>
<u>Renovation Technician I – (2) Position</u> <ul style="list-style-type: none"> <li>– Development – Renovation Department</li> <li>– Non - Exempt</li> <li>– GS Scale 9: \$52,727</li> </ul> <p>Starting</p> <ul style="list-style-type: none"> <li>– <b>Full-Time</b></li> </ul>	<ol style="list-style-type: none"> <li>1. High School Diploma or GED plus six (6) months' work experience in construction, or maintenance field; or equivalent combination of education and experience.</li> <li>5. Preference for relevant technical credential or certification, such as HVAC certification, Electrical license, Plumbing certification, or equivalent.</li> <li>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.</li> </ol>
<u>IT Specialist I/II – (1) Position</u> <ul style="list-style-type: none"> <li>– Information Technology Department</li> <li>– Exempt</li> <li>– GS Scale 7: \$43,106</li> </ul> <p>Starting</p> <ul style="list-style-type: none"> <li>– <b>Full-Time</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Associates Degree in Computer Science, Electronics Computer Engineering or related field; and</li> <li>2. Two (2) years' related work experience in personal computer/software maintenance, installation and troubleshooting; or equivalent combination of education and experience.</li> </ol>

# HOPI TRIBAL HOUSING AUTHORITY

P.O. BOX 906 POLACCA, ARIZONA 86042 FAX: (928) 737-9270 PH: (928) 737-2800



<p><b>Resident Service Director – (1) Position</b></p> <ul style="list-style-type: none"> <li>– Residential Services Department</li> <li>– Exempt</li> <li>– GS Scale 10: \$58,064</li> </ul> <p>Starting</p> <ul style="list-style-type: none"> <li>– <b>Full-Time</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Social Work, Public Administration, Human Services, Counseling, or a related field; and</li> <li>2. Minimum of 5 years of progressively responsible experience in resident services, community development, social services, or related roles, preferably within affordable housing or tribal housing programs.</li> <li>3. Experience managing or supervising a team is highly desirable.</li> <li>4. Master's degree preferred.</li> </ol>
<p><b>Lead Resident Service Specialist – (1) Position</b></p> <ul style="list-style-type: none"> <li>– Residential Services Department</li> <li>– Exempt</li> <li>– GS Scale 8: \$47,738</li> </ul> <p>Starting</p> <ul style="list-style-type: none"> <li>– <b>Full-Time</b></li> <li>– <b>Duty Location: Winslow, AZ 86047</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Social Work, Public Administration, Human Services, Community Development, or a related field preferred; and</li> <li>2. Minimum of 3 years of experience in resident services, property management, or community outreach, preferably within a tribal housing authority or affordable housing environment.</li> <li>3. Previous experience in a supervisory or lead role is highly desirable.</li> </ol>
<p><b>Resident Service Specialist – (1) Position</b></p> <ul style="list-style-type: none"> <li>– Residential Services Department</li> <li>– Exempt</li> <li>– GS Scale 8: \$47,738</li> </ul> <p>Starting</p> <ul style="list-style-type: none"> <li>– <b>Full-Time</b></li> <li>– </li> </ul>	<ol style="list-style-type: none"> <li>1. Either: <ul style="list-style-type: none"> <li>a. Associate's degree in Public Administration, Social Services, Business Administration, or a related field; OR</li> <li>b. High school diploma or GED with five (5) years of relevant experience in housing services, case management, customer service, or administrative support in a public housing or tribal housing program.</li> </ul> </li> <li>2. Experience working with low-income populations, tribal communities, or in a property management environment is strongly preferred.</li> <li>3. Knowledge of HUD programs (e.g., Low-Income Rental, VASH, Tax Credit Housing, Homeownership) is desirable.</li> </ol>
<p><b>Lead Maintenance Technician – (1) Position</b></p> <ul style="list-style-type: none"> <li>– Maintenance Department</li> <li>– Exempt</li> <li>– GS Scale 8: \$47,738</li> </ul> <p>Starting</p> <ul style="list-style-type: none"> <li>– <b>Full-Time</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Either: <ul style="list-style-type: none"> <li>a. Bachelor's Degree or equivalent in Construction Management, or closely related field plus three(3) years of general work experience and demonstrates ability to perform progressively more complex, responsible or difficult duties; and shows ability to learn the specific nature of this job; or</li> <li>b. Associate Degree in Construction Management related field with at least four (4) years' experience in directly related construction management field or equivalent combination of education and experience; or</li> <li>c. Minimum five (5) years' experience in direct maintenance/construction related field.</li> </ul> </li> <li>2. Must have knowledge and understanding in electrical circuitry and equipment; plumbing and mechanical systems, HVAC and refrigeration systems; be familiar with tools and parts associated with the building trades. Must be able to troubleshoot maintenance problems, determine its repair and complete successfully. Must be able to provide directions and monitor work of subordinates. Must have a valid state driver's license in order to operate a HTA owned/leased vehicle.</li> </ol>

# HOPI TRIBAL HOUSING AUTHORITY

P.O. BOX 906 POLACCA, ARIZONA 86042 FAX: (928) 737-9270 PH: (928) 737-2800



## CLOSING DATE FOR ALL POSITIONS

All applications must be received no later than 5:00 p.m. (MST) Wednesday, February 11, 2026

Late or incomplete applications will not be considered.

Please contact Juwan Tawyesva, HR Specialist, at (928) 737 - 2800 or via email at [jtawyesva@htha.org](mailto:jtawyesva@htha.org) for more information.

## APPLICATION PROCESS & IMPORTANT NOTICE

Applicants applying for more than one position must submit a separate application for each position. Each applicant must clearly indicate the specific position title being applied for. Applications submitted for multiple positions without identifying a specific position will not be considered.

No Labor pool application will be considered.

## APPLICATION REQUIREMENTS

To be considered, applicants must submit the following:

- HTHA Employment Application (complete)
- Resume
- Letter of Interest
- Three (3) References

Incomplete application packets will not be reviewed.

## EMPLOYEE REQUIREMENTS

Final candidates must meet following conditions of employment:

- Successfully Pass Background Check
- Possess a Valid Driver's License – with no DUI/DWIs within the past three (3) years
- Successfully Pass Drug Test

## EMPLOYMENT BENEFIT PACKAGE (FULL-TIME EMPLOYEES)

- Medical, Dental, and Vision
- Life Insurance
- Short & Long-Term Disability
- Retirement Plan(s)

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

HTHA is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or tribal law.

## AT-WILL EMPLOYMENT DISCLAIMER (ARIZONA)

Employment with HTHA is at-will, meaning either the employee or HTHA may terminate employment at any time, with or without cause or notice, consistent with applicable law.



**Hopi Tribal Housing Authority**  
**Procurement Officer**

*Under the direct supervision of the Chief Financial Officer, coordinates and manages the procurement of goods and services for HTA departments. Exercises independent judgment in purchasing decisions, adhering to established policies and procedures, and ensures the timely delivery of materials and equipment to support the efficient operation of the Warehouse. Maintains strict confidentiality at all times.*

<b>Job Title</b>	<i>Procurement Officer</i>	<b>Reports to</b>	<i>Chief Finance Officer</i>
<b>Department</b>	<i>Finance and Contracts</i>	<b>Classification</b>	<i>Exempt</i>
<b>Class Code</b>	<i>1106</i>	<b>GS Scale</b>	<i>11</i>

**ESSENTIAL DUTIES**

- Oversee and execute all purchasing activities to ensure full compliance with HTA policies, procedures, and applicable federal regulations, including 24 CFR Part 85 and 24 CFR Part 1000.
- Manage the solicitation of bids, preparation and processing of requisitions, and routing for necessary approvals.
- Coordinate and monitor delivery schedules with suppliers to guarantee timely receipt of all materials and equipment.
- Procure, schedule, and receive building materials, concrete, and rental equipment to support construction and development projects.
- Negotiate purchasing terms to secure the best combination of quality, price, delivery, and service.
- Work collaboratively with the Warehouse/Inventory Clerk to plan and maintain appropriate inventory levels of materials and supplies.
- Engage with suppliers to encourage involvement with HAPI's contracting program.
- Able to guide vendors and public agencies on procurement and support local and diverse business initiatives.
- Ensure efficient and accurate execution of routine purchasing tasks along with associated administrative duties.
- Address and resolve vendor claims related to defective products, shortages, or missing items.
- Research and evaluate new products and potential suppliers to meet evolving project needs.
- Maintain precise inventory records for the Development/Construction Services Department.
- Assist with tracking and verifying the receipt of materials at the warehouse or job sites.

- Update and maintain a comprehensive inventory ledger for all items.
- Organize and maintain files for ongoing and completed projects, including documentation related to building materials and labor costs.
- Monitor open purchase orders, follow up as necessary, and close out orders upon project completion.
- Systematically file completed project documentation to ensure easy access and regulatory compliance.
- Submit requests for tool replacements or additional equipment as required.
- Perform other related duties as assigned to support procurement and inventory management functions.

### REQUIRED QUALIFICATIONS

1. Associate's degree in business administration, Supply Chain Management, Finance, Public Administration, or a related field is required; and
2. At least 3 years of progressively responsible experience in procurement, purchasing, contract administration, or supply chain operations. Experience working within a tribal organization, public sector, or federally funded programs is highly desirable.
3. A bachelor's degree is preferred.

### REQUIRED EXPERTISE

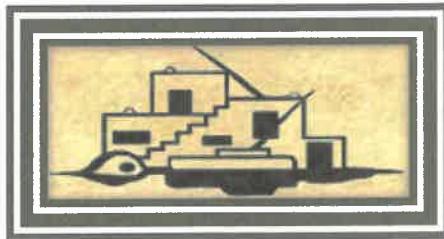
- Proficient in the use of business computers and standard office equipment within a Windows environment, with advanced skills in Microsoft Word, Excel, Access, and PowerPoint.
- Experienced in using computerized accounting systems, 10-key calculators, and a variety of business applications including word processing, spreadsheets, databases, and internet-based platforms for financial and operational tasks.
- Knowledgeable of traditional tribal governance systems, cultural practices, and community values.
- Familiar with the structure, functions, and operations of the Hopi Tribe.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP), including the use of computerized accounting systems, auditing standards, and compliance with HUD and NAHASDA financial regulations.
- Well-versed in modern office procedures, equipment, and best practices for administrative efficiency.
- Strong command of business English, with accurate spelling, grammar, punctuation, and basic arithmetic.
- Understanding of procurement and supply chain fundamentals, including raw materials, production processes, quality control, cost control, and methods for improving distribution efficiency.
- Effective oral and written communication skills, with the ability to convey information clearly and professionally.
- Collaborate and network with key contacts inside and outside the HAPI organization.
- Assure compliance with applicable federal regulations and internal policies and procedures.
- Ability to establish and maintain positive working relationships across all levels of an organization.
- Demonstrated integrity and discretion in handling sensitive or confidential information.
- Highly organized and capable of managing multiple priorities under tight deadlines.
- Proficient in compiling and preparing accurate reports, records, and documentation in accordance with established guidelines.
- Self-motivated and able to work independently with minimal supervision, exercising initiative and sound judgment.

- Able to follow both verbal and written instructions accurately and efficiently.

### 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	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
Date Approved	



*Hopi Tribal Housing Authority*  
***Inspector***

*Under the direct supervision of the Project Manager or assigned designee, performs administrative duties and advanced construction inspections. Evaluates work quality, materials, and construction practices to ensure compliance with industry standards on a variety of federally funded projects (NAHASDA/HUD), including scattered sites, subdivisions, and model activities. Ensures all work conforms to construction documents, Hopi Tribal Housing Authority policies and procedures, applicable Hopi Tribal laws and ordinances, and established industry standards.*

<b>Job Title</b>	<i>Inspector</i>	<b>Reports to</b>	<i>Project Manager</i>
<b>Department</b>	<i>Development – Construction Management</i>	<b>Classification</b>	<i>Exempt</i>
<b>Class Code</b>	<i>0809</i>	<b>GS Scale</b>	<i>9</i>

**ESSENTIAL DUTIES**

- Review plans and specifications for assigned projects and participate in pre-construction conferences.
- Attend and actively participate in planning and construction meetings, staff meetings, and conferences with federal, state, tribal, and other agencies as needed.
- Conduct routine to complex field inspections of NAHASDA/HUD-funded projects, including civil utility layouts, grading (rough and final), site preparation, foundations and floor systems, exterior and interior walls, cosmetic features, structural elements, HVAC (mechanical), plumbing, electrical systems, fire protection and alarm systems, on- and off-site sanitary, water, electrical, and propane gas distribution systems, as well as curbs, gutters, sidewalks, and survey monumentation.
- Inspect materials for identification and compliance with specifications and assess work in progress to ensure contractor adherence to contract requirements.
- Perform periodic job site inspections to review and approve pay applications and prepare written technical narrative reports and other project documentation as required.
- Monitor staffing reports and payroll for compliance with Hopi TERO and the U.S. Department of Labor's Davis-Bacon and Related Acts (DBRA).
- Develop and implement inspection schedules covering all phases of pre-construction and construction activities, including close-out procedures.
- Communicate firmly and tactfully with staff, contractors, architects, engineers, consultants, local

- utility authorities, tribal representatives, and relevant governmental agencies and entities.
- Recommend corrective actions to the Development Director and/or Chief Executive Officer as needed, including design alterations, change orders, field orders, submittals, requests for information (RFIs), and material substitutions.
- Resolve construction-related issues concerning specifications, workmanship, labor compliance, and safety.
- Under the direction of the Program Manager, assist in compliance with adopted building codes (IRC, UBC, NEC, etc.) and local utility codes throughout the construction process.
- Maintain professional excellence by researching new technologies and industry best practices through workshops, seminars, conferences, professional publications, and networking with professional societies and contracting agencies.
- Implement and enforce OSHA regulations to maintain a safe working environment on project sites.
- Contribute effectively to team efforts and achieve related project goals.
- Perform additional duties as assigned or necessary.

### REQUIRED QUALIFICATIONS

1. Either:
  - a. Bachelor's degree in engineering, Architecture, Construction Management, or related field preferred with two (2) years' experience in a related field; or
  - b. Associate's degree in any related field plus three (3) years' experience in construction management, building inspection, engineering or equivalent combination of education and experience providing the ability to perform the required duties;
2. Building Inspectors Certifications in ICBO or other ICC Certifications preferred.

### REQUIRED EXPERTISE

- Skilled in planning, organizing, and supervising construction projects.
- Proficient in operating business computers and office equipment, including word processing, spreadsheets, database software, and construction project management tools.
- Experienced in applying architectural and construction techniques to solve technical problems.
- Skilled in estimating labor needs and applying cost estimates for various projects.
- Knowledgeable about the functions, structure, policies, and procedures of the Hopi Tribal Housing Authority.
- Familiar with relevant federal, state, county, and local laws, regulations, and requirements.
- Proficient in business English, including correct spelling, grammar, punctuation, and basic arithmetic.
- Well-versed in construction methods, practices, and techniques, including trade standards for new construction, remodeling, and maintenance of building facilities.
- Knowledgeable in quality assurance, inspection processes, and technical document preparation.
- Understanding of HUD guidelines and regulations governing Indian Housing programs.
- Familiar with federal procurement regulations and procedures.
- Knowledgeable in carpentry, masonry, finishing, electrical, utility, mechanical, and plumbing trades, with advanced general construction expertise.
- Experienced in material sampling, testing, estimating procedures, soil mechanics, geology, and building codes adopted by HTHA or the Tribe.
- Able to communicate effectively in English, both verbally and in writing.
- Able to understand and apply OSHA laws and regulations.
- Capable of inspecting moderate to complex construction projects, including structural components.

- Skilled at developing and maintaining project schedules using computer software.
- Able to identify faulty materials and poor workmanship, recommend remediation methods, and perform necessary mathematical calculations.
- Able to establish and maintain positive working relationships.
- Capable of working independently and efficiently under pressure, making sound decisions, and exercising good judgment.
- Skilled in preparing and presenting detailed reports, writing policies and procedures, analyzing situations, adopting appropriate actions, managing multiple tasks, meeting deadlines, and following oral and written instructions.

### **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.

<b>Approved By</b>	
<b>Title</b>	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
<b>Date Approved</b>	December 1, 2025



*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.*

<b>Job Title</b>	<i>Renovation Technician Crew I</i>	<b>Reports to</b>	<i>Lead Foreman</i>
<b>Department</b>	<i>Development - Renovations</i>	<b>Classification</b>	<i>Non-Exempt</i>
<b>Class Code</b>	<i>4701</i>	<b>GS Scale</b>	<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	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
Date Approved	December 1, 2025

*Hopi Tribal Housing Authority****IT Specialist II***

*Under direct supervision of the IT Director, will help with more advanced technical support, systems maintenance, and project work. This role handles complex technical issues and supports infrastructure components. Maintains a high level of confidentiality.*

<b>Job Title</b>	<i>IT Specialist II</i>	<b>Reports to</b>	<i>IT Director</i>
<b>Department</b>	<i>Information Technology</i>	<b>Classification</b>	<i>Exempt</i>
<b>Class Code</b>	<i>2210</i>	<b>GS Scale</b>	<i>8</i>

**ESSENTIAL DUTIES**

- Diagnose and resolve advanced hardware, software, and network issues.
- Provides technical support and assistance to HTA staff.
- Manage or support servers, virtualized environments, network devices, or specialized systems depending on department needs.
- Works on-site to resolve routine desktop computer issues.
- Assists with setting up new users and offers basic training on computer operations, including:
  - Microsoft programs such as Excel, Word, and PowerPoint
  - File management, including proper naming, saving, and organization
  - Email functions like sending, replying, setting signature blocks, folder management, and handling attachments
  - Calendar management, including creating appointments and setting reminders
  - Additional email features such as filters, out-of-office messages, and group distribution lists
  - Use of internet browsers and related tools
- Conducts preliminary troubleshooting and analysis of desktop and laptop issues using technical software and tools; performs basic repairs as needed.
- Maintains detailed records of service requests, installations, preventive maintenance, repairs, replacements, and retirements of computer and communication equipment.
- Monitors server systems and collaborates with external vendors to ensure continuous operation of HTA infrastructure, coordinating repairs to minimize downtime and costs.
- Installs, configures, maintains, and troubleshoots software, scheduling routine maintenance in accordance with departmental guidelines.

- Performs authorized hardware and software upgrades on existing equipment.
- Troubleshoots issues with desktops, laptops, printers, and networks; performs routine server maintenance and installs patches on workstations, laptops, and servers.
- Sets up equipment for presentations as needed.
- Coordinates with employees to ensure efficient and proper use of all devices.
- Assists with troubleshooting email and network connectivity issues.
- Supports maintenance of the HTHA website.
- Configures phones and iPads for organizational use.
- Provides computer training from basic to advanced levels on organizational software and assists in preparing department materials using Microsoft Word, Excel, PowerPoint, and related tools.
- Performs other duties as assigned to support HTHA operations and goals.

### **REQUIRED QUALIFICATIONS**

2. Associates Degree in Computer Science, Electronics Computer Engineering or related field; and
3. Three (3) years related work experience in personal computer/software maintenance, installation and troubleshooting, or equivalent combination of education and experience.

### **REQUIRED EXPERTISE**

- Proficient in operating business computers and office equipment within a Windows environment, including Microsoft Word, Excel, Access, and presentation software such as PowerPoint.
- Skilled in troubleshooting technical issues, analyzing problems, and developing effective corrective action plans.
- Knowledgeable about operating systems, personal computers, and related hardware components.
- Familiar with Local Area Networks (LAN), office software suites, and their components.
- Well-versed in modern office practices, procedures, and equipment.
- Strong command of business English, including proper spelling, grammar, punctuation, and basic arithmetic.
- Experienced in records management and basic accounting procedures.
- Able to communicate clearly and effectively in English, both verbally and in writing.
- Capable of interacting effectively with both technical and non-technical staff.
- Skilled at establishing and maintaining professional relationships.
- Represents the Chief Executive Officer professionally, fostering respect and confidence within the office.
- Maintains strict confidentiality when handling sensitive information.
- Efficiently manages multiple tasks while consistently meeting deadlines.
- Writes with clarity and simplicity appropriate to the task and audience.
- Accurately follows instructions provided verbally or in writing.
- Works independently with minimal supervision.
- Committed to excellence and continuous improvement in all areas of responsibility.

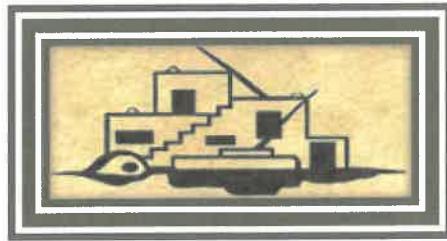
### **SUPPLEMENTAL REQUIREMENTS**

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.

<b>Approved By</b>	<i>Dr. Kimberly Lake Collins</i>
<b>Title</b>	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
<b>Date Approved</b>	December 1, 2025

***Hopi Tribal Housing Authority******IT Specialist I***

*Under direct supervision of the IT Director, will help with desktop issues, computer preparations, desktop set-up, website maintenance, maintain and monitor the organization's network. Perform other duties as needed. Maintains a high level of confidentiality.*

<b>Job Title</b>	<i>IT Specialist I</i>	<b>Reports to</b>	<i>IT Director</i>
<b>Department</b>	<i>Information Technology</i>	<b>Classification</b>	<i>Exempt</i>
<b>Class Code</b>	<i>2210</i>	<b>GS Scale</b>	<i>7</i>

**ESSENTIAL DUTIES**

- Provides technical support and assistance to HTA staff.
- Works on-site to resolve routine desktop computer issues.
- Assists with onboarding new users by setting up accounts and providing basic training on computer operations, including but not limited to:
  - Microsoft programs such as Excel, Word, and PowerPoint
  - File organization, naming conventions, and document saving
  - Email functions including sending, replying, signature blocks, folder management, and attachments
  - Calendar management, including creating appointments and setting reminders
  - Additional email features such as filters, out-of-office messages, and group distribution lists
  - Internet browser tools and navigation
- Performs initial diagnostics on desktop and laptop configurations using technical software and tools; completes basic repairs as needed.
- Maintains accurate records of service requests, installations, preventative maintenance, repairs, replacements, and retirements of computer and communication equipment.
- Monitors server systems and collaborates with external vendors to ensure continuous operation of HTA infrastructure; coordinates repairs to minimize downtime and costs.
- Installs, configures, maintains, and troubleshoots software; schedules routine maintenance according to departmental guidelines.
- Performs authorized hardware and software upgrades on existing equipment.
- Troubleshoots issues with desktops, laptops, printers, and networks; performs routine server

maintenance and installs patches on workstations, laptops, and servers; sets up equipment for presentations.

- Coordinates with employees to ensure efficient and appropriate use of all devices.
- Troubleshoots email and network connectivity issues.
- Assists with the maintenance of the HTHA website.
- Configures phones and iPads for organizational use.
- Provides computer training ranging from basic to advanced levels on organizational software; supports the preparation of department materials using Microsoft Word, Excel, PowerPoint, and related tools.

### **REQUIRED QUALIFICATIONS**

1. Associates Degree in Computer Science, Electronics Computer Engineering or related field; and
2. Two (2) years' related work experience in personal computer/software maintenance, installation and troubleshooting; or equivalent combination of education and experience.

### **REQUIRED EXPERTISE**

- Proficient in operating business computers and office equipment within a Windows environment, including Microsoft Word, Excel, Access, and presentation software like PowerPoint.
- Skilled in troubleshooting, problem analysis, and developing effective corrective action plans.
- Knowledgeable about operating systems, personal computers, and related hardware components.
- Familiar with Local Area Networks (LAN), office software suites, and their components.
- Well-versed in modern office practices, procedures, and equipment.
- Strong command of business English, including proper spelling, grammar, punctuation, and basic arithmetic.
- Experienced in records management and basic accounting procedures.
- Able to communicate clearly and effectively in English, both verbally and in writing.
- Capable of engaging with both technical and non-technical personnel.
- Skilled at establishing and maintaining professional relationships.
- Represents the Chief Executive Officer professionally, fostering respect and confidence within the office.
- Maintains strict confidentiality of sensitive information.
- Efficiently manages multiple tasks while meeting deadlines.
- Writes clearly and simply, appropriate to the task and audience.
- Accurately follows instructions provided verbally or in writing.
- Works independently with minimal supervision.
- Committed to excellence and continuous improvement in all responsibilities.

### **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.

<b>Approved By</b>	
<b>Title</b>	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
<b>Date Approved</b>	December 1, 2025



*Hopi Tribal Housing Authority*  
**Resident Service Director**

*Under the direct supervision of the Chief Operating Officer, implements and oversees policies, procedures, and programs to ensure effective management of HTA properties, meeting organizational goals and community needs. Manages HTA Residential Services and Maintenance staff, ensuring all team members comply with HTA policies and standards. Serves as a primary liaison for all tenant groups, providing assistance and addressing concerns while coordinating work orders, scheduling, and follow-up with Operations.*

<b>Job Title</b>	<i>Resident Service Director</i>	<b>Reports to</b>	<i>Chief Operating Officer</i>
<b>Department</b>	<i>Residential Services</i>	<b>Classification</b>	<i>Exempt</i>
<b>Class Code</b>	<i>1173</i>	<b>GS Scale</b>	<i>10</i>

**ESSENTIAL DUTIES**

- Maintains up-to-date knowledge of housing and property management policies and procedures, revising and updating them as necessary. Interprets HTA housing policies, rules, regulations, and related directives to tenants with guidance from the Executive Director or their designee.
- Collaborates effectively with all departments within HTA to address the comprehensive needs of tenant housing.
- Oversees recruitment, mentoring, coaching, and professional development of staff; assigns duties to meet operational goals; conducts performance evaluations; sets individual goals; identifies training and educational needs. Investigates workplace and performance issues, initiating disciplinary actions as appropriate. Ensures accuracy of position descriptions and communicates rules of conduct and disciplinary procedures to staff.
- Analyzes information to evaluate outcomes and selects the most effective solutions to occupancy challenges. Handles tenant complaints, resolves disputes, and mediates grievances through professional communication to foster cooperation among tenants, agencies, and other stakeholders.
- Supervises maintenance personnel in the operation and repair of HTA's residential housing. Plans, schedules, and assigns work orders based on priority and need; conducts preventive maintenance and housing inspections. Assigns staff to tasks based on experience, skills, and

availability of materials and equipment. Addresses concerns and coordinates with the Executive Director on work priorities, revising assignments as necessary due to changes in priorities or staff availability.

- Establish partnerships with residents, community leaders and tribal entities to coordinate service delivery and resources.
- Develops and manages an on-call schedule to respond to emergency housing needs promptly. Establishes a preventative maintenance schedule for all property and housing equipment systems. Provides recommendations and oversees high-level repairs as needed.
- Coordinates with other departments to ensure timely maintenance, alterations, construction, painting, repairs, and inspections of family housing assets. Reviews and orders supplies required for maintenance, preventive maintenance, and projects. Schedules annual housing inspections in accordance with policy requirements.

#### **REQUIRED QUALIFICATIONS**

1. Bachelor's degree in Social Work, Public Administration, Human Services, Counseling, or a related field; and
2. Minimum of 5 years of progressively responsible experience in resident services, community development, social services, or related roles, preferably within affordable housing or tribal housing programs.
3. Experience managing or supervising a team is highly desirable.
4. Master's degree preferred.

#### **REQUIRED EXPERTISE**

- Proficient in operating business computers and office equipment within a Windows environment, including Microsoft Word, Excel, Access, and presentation software such as PowerPoint.
- Skilled in identifying challenges and proposing alternative solutions or courses of action utilizing available resources.
- Experienced in planning and organizing group activities, as well as facilitating effective meetings.
- Strong knowledge about the functions, structure, policies, and procedures of the Hopi Tribal Housing Authority (HTHA).
- Familiar with applicable federal, state, county, and local laws, regulations, and requirements.
- Understanding of tribal government programs and services.
- Awareness of socio-economic issues affecting health, education, and housing needs within low-income communities.
- Knowledge of local community resources, service networks and referral systems for employment and third-party outreach.
- Committed to maintaining confidentiality at all times.
- Able to build and maintain positive working relationships with individuals from diverse social and cultural backgrounds, as well as with employees and officials.
- Capable of working independently and efficiently in high-pressure environments, making sound decisions and exercising independent judgment.
- Able to reach out to residents and stakeholders in a variety of different communication methods.
- Demonstrates innovation, creativity, and flexibility in problem-solving and task management.
- Strong analytical skills with the ability to assess situations and implement appropriate actions.
- Effective communicator, able to convey oral and written instructions clearly, manage multiple

tasks, and meet deadlines.

- Dedicated to achieving excellence and continuously seeking opportunities for improvement.

### **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.

<b>Approved By</b>	
<b>Title</b>	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
<b>Date Approved</b>	December 1, 2025



*Hopi Tribal Housing Authority*

## ***Lead Resident Service Specialist***

*Under the direct supervision of the Resident Service Director, the Lead Resident Service Specialist assists in implementing and administering policies, procedures, and programs to ensure effective management of HTHA properties. This role supports the oversight of Residential Services and Maintenance personnel, ensuring all staff comply with HTHA policies and standards. The role involves frequent interaction with tenants across various housing programs, providing assistance and addressing inquiries or concerns. A high level of confidentiality and professionalism is maintained at all times.*

<b>Job Title</b>	<i>Lead Resident Service Specialist</i>	<b>Reports to</b>	<i>Resident Service Director</i>
<b>Department</b>	<i>Resident Services</i>	<b>Classification</b>	<i>Exempt</i>
<b>Class Code</b>	<i>1173</i>	<b>GS Scale</b>	<i>8</i>

### **ESSENTIAL DUTIES**

- Maintains up-to-date knowledge of housing and property management policies and maintains current knowledge of housing and property management policies and procedures, recommending updates or revisions as needed. Assists in interpreting HTHA housing policies, rules, regulations, and related guidelines to tenants, under the supervision of the Resident Service Director or their designee.
- Collaborates closely with all HTHA departments to address and support the full range of tenant housing needs.
- Supports recruitment, mentoring, coaching, and professional growth of staff; provides guidance and assigns duties to meet operational objectives. Assists with performance evaluations, goal-setting, and identifying staff training needs. Reports and helps resolve staff performance or workplace issues in coordination with the Resident Service Director. Ensures staff awareness of conduct expectations and disciplinary processes.
- Reviews occupancy-related concerns, evaluates potential solutions, and makes recommendations. Manages tenant complaints, resolves conflicts and grievances, and facilitates negotiations as necessary. Utilizes effective communication skills to build cooperation among tenants, agencies, and stakeholders.
- Be the primary contact for residents by responding to inquiries, counsel on services for residents, and managing issues before escalation.
- Provide guidance to Resident Service Specialist.

## Resident Services Department

- Provide observation reports that align with applicable housing program.
- Supervises maintenance staff related to operations and repairs of HTHA residential properties. Assists in planning, scheduling, and prioritizing work orders based on need and resource availability. Participates in preventive maintenance and housing inspections. Coordinates staffing and operational matters with the Resident Service Director, adjusting assignments as priorities and staff availability change.
- Aids in organizing and maintaining an on-call schedule for emergency housing needs and responds to after-hours issues as required. Assists in establishing preventive maintenance schedules for property systems and provides input on major repair recommendations.
- Coordinates with other departments to ensure timely upkeep, alterations, repairs, painting, construction, and inspections of family housing assets. Reviews and orders supplies necessary for maintenance and projects. Supports scheduling of annual housing inspections in accordance with HTHA policies.

### REQUIRED QUALIFICATIONS

1. Bachelor's degree in Social Work, Public Administration, Human Services, Community Development, or a related field preferred; and
2. Minimum of 3 years of experience in resident services, property management, or community outreach, preferably within a tribal housing authority or affordable housing environment.
3. Previous experience in a supervisory or lead role is highly desirable.

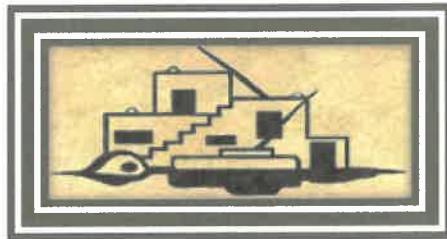
### REQUIRED EXPERTISE

- Proficient in operating business computers and office equipment within a Windows environment, including software such as Word, Excel, Access, and presentation tools like PowerPoint.
- Skilled at identifying challenges and developing alternative solutions or courses of action based on available resources.
- Experienced in planning and organizing group activities and facilitating effective meetings.
- Knowledge of the functions, structure, policies, and procedures of the Hopi Tribal Housing Authority (HTHA).
- Familiar with relevant federal, state, county, and local laws, regulations, and compliance requirements.
- Ability to plan community events, lead resident meetings, and produce promotional materials.
- Understanding of tribal government programs and services.
- Awareness of socio-economic issues impacting health, education, and housing needs of low-income populations.
- Committed to maintaining strict confidentiality in all matters.
- Able to establish and maintain positive working relationships with individuals from diverse social and cultural backgrounds, as well as with staff and officials.
- Ability to interpret resident service data, reports, sheets, and engage with residents.
- Capable of working independently and efficiently under pressure, making sound decisions, and exercising good judgment.
- Demonstrates creativity, flexibility, and innovation in problem-solving and daily tasks.
- Strong analytical skills with the ability to assess situations and implement appropriate actions.
- Effective oral and written communication skills; able to manage multiple tasks and meet deadlines.
- Dedicated to achieving excellence and continuously seeking improvements in performance and 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	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
Date Approved	December 1, 2025



*Hopi Tribal Housing Authority*  
**Resident Service Specialist**

*Under the direct supervision of the Resident Service Director, the Resident Service Specialist assists in implementing and administering policies, procedures, and programs that ensure the effective management of HTHA residential properties. This role supports the day-to-day operations of the Residential Services and Maintenance teams by helping to ensure staff compliance with HTHA policies and standards. This position serves as a point of contact for tenants across multiple housing programs, providing customer service and support for questions or concerns.*

<b>Job Title</b>	<i>Resident Service Specialist</i>	<b>Reports to</b>	<i>Resident Service Director</i>
<b>Department</b>	<i>Resident Services</i>	<b>Classification</b>	<i>Exempt</i>
<b>Class Code</b>	<i>1173</i>	<b>GS Scale</b>	<i>7</i>

**ESSENTIAL DUTIES**

- Maintains up-to-date knowledge of housing and property management policies and procedures; assists in identifying areas needing updates or clarification. Helps interpret HTHA housing rules, regulations, and directives for tenants under the guidance of the Lead Resident Service Specialist and Resident Service Director.
- Collaborates with various HTHA departments to support the effective delivery of tenant services and ensure a coordinated approach to meeting housing needs.
- Provides direct support in managing tenant files for Homeownership, Tax Credit, Low-Rent Public Rental, and Veterans Affairs Supportive Housing (VASH) programs. Assists with lease execution, annual re-certifications, rent adjustments, and ensuring documentation compliance.
- Addresses tenant questions, concerns, and complaints professionally and promptly. Assists in resolving minor disputes and coordinating with appropriate staff for further action when needed.
- Travel to service areas.
- Determine which housing program is best for an individual and assist in the application process.
- Comfortable with front line work during evictions.
- Works closely with the maintenance and operations teams to relay tenant requests, submit and

track work orders, and follow up on service delivery. Assists in scheduling and coordinating preventative maintenance and annual housing inspections.

- Supports the Lead Resident Service Specialist in gathering and analyzing housing data related to occupancy, maintenance trends, and tenant needs. Offers input to improve service delivery and tenant satisfaction.
- Assists in ensuring emergency on-call protocols are followed. May participate in on-call rotation or assist in relaying urgent housing needs to the appropriate personnel.
- Helps monitor inventory of supplies needed for housing-related projects and maintenance activities. Prepares purchase requests and tracks usage under the direction of supervisory staff.
- Maintains accurate records and documentation in accordance with HTHA policies. Ensure confidentiality and compliance with all federal, state, and tribal housing regulations.

### **REQUIRED QUALIFICATIONS**

1. Either:
  - a. Associate's degree in Public Administration, Social Services, Business Administration, or a related field; OR
  - b. High school diploma or GED with five (5) years of relevant experience in housing services, case management, customer service, or administrative support in a public housing or tribal housing program.
2. Experience working with low-income populations, tribal communities, or in a property management environment is strongly preferred.
3. Knowledge of HUD programs (e.g., Low-Income Rental, VASH, Tax Credit Housing, Homeownership) is desirable.

### **REQUIRED EXPERTISE**

- Proficient in operating business computers and standard office equipment in a Windows-based environment, including Microsoft Word, Excel, Access, and presentation tools such as PowerPoint.
- Strong problem-solving skills, with the ability to assess situations and propose effective solutions or alternative actions based on available resources and program guidelines.
- Skilled in organizing and coordinating group activities and meetings to support resident engagement and program goals.
- Working knowledge of the functions, organizational structure, policies, and procedures of the Hopi Tribal Housing Authority (HTHA).
- Competency with data tracking and resident service portfolios, maintain accurate records, and generate basic reports.
- Familiarity with applicable federal, state, county, local, and tribal housing laws, regulations, and requirements.
- Understanding tribal government operations and available tribal programs and services relevant to tenant support.
- Awareness of social, economic, and cultural factors that affect the housing, health, and education needs of low-income individuals and families.
- Demonstrated ability to maintain strict confidentiality and uphold the privacy of tenant information and organizational records.
- Ability to build and maintain positive, respectful working relationships with individuals from diverse cultural and social backgrounds, as well as with staff, tenants, and community partners.
- Capable of working independently while managing multiple tasks under pressure, including meeting deadlines and handling sensitive situations with sound judgment.
- Flexible, innovative, and solution-oriented, with a willingness to adapt to changing priorities and

organizational needs.

- Strong analytical skills with the ability to evaluate information and recommend appropriate actions or escalate issues when necessary.
- Effective oral and written communication skills, including the ability to follow and deliver clear instructions, compose professional correspondence, and present information accurately.
- Commitment to high-quality service delivery and continuous improvement in personal and team performance.

### 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	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
Date Approved	December 1, 2025



*Hopi Tribal Housing Authority*

## **Lead Maintenance Technician**

*The Lead Maintenance Technician works under the guidance and direction of the Chief Operating Officer to perform and supervise routine tasks, extensive preventative maintenance, and repair procedures related to the renovation and mechanical equipment and utility systems of HTHA Housing Program units. The Lead Maintenance Technician is provided with tools, supplies, and equipment necessary to effectively complete work assignments. Responsibilities include directing staff, setting priorities, assigning tasks, coordinating projects, and monitoring the work of colleagues in the field.*

<b>Job Title</b>	<i>Lead Maintenance Technician</i>	<b>Reports to</b>	<i>Maintenance Director</i>
<b>Department</b>	<i>Maintenance</i>	<b>Classification</b>	<i>Exempt</i>
<b>Class Code</b>	<i>4701</i>	<b>GS Scale</b>	<i>8</i>

### **ESSENTIAL DUTIES**

- Maintains thorough knowledge of property maintenance management policies and procedures, recommending updates as needed. Interprets HTA Housing policies, rules, regulations, and related directives to tenants in collaboration with the Resident Service Program Manager.
- Collaborates effectively with all HTA departments to address the full range of tenant housing needs.
- Oversees the Modernization Program and supervises maintenance personnel responsible for the operation and repair of HTA residential housing. Responsibilities include recruiting appropriate staff, developing project schedules, and ensuring compliance with procurement procedures, construction specifications, and organizational policies.
- Ensures all projects are completed on time, within budget, and fully compliant with relevant laws, regulations, and policies governing construction management and contract administration.
- Facilitates collaboration between departments to manage material handling systems and mechanical functions, ensuring all operational requirements are met.
- Utilizes strong communication and interpersonal skills to effectively manage housing maintenance, fostering cooperation among tenants, agencies, and personnel involved in housing services.
- Plans, schedules, and assigns work orders based on priority, performing preventative

maintenance and assisting with annual housing inspections. Selects staff assignments based on experience, skills, and availability of materials and equipment, coordinating with the Resident Service Program Manager to address issues and adjust priorities as needed.

- Manages security of vacant properties prior to development to prevent vandalism and unauthorized occupancy.
- Oversees follow-up on emergency and on-call maintenance work, providing recommendations for major repairs as required.
- Identifies potential future safety concerns for housing, including weather-related risks, crime prevention, and structural integrity.
- Enhance staff performance through coaching, counseling, delegation, monitoring, and timely appraisal of job tasks and outcomes.
- Ensures continuous training for maintenance staff to maintain work quality in accordance with department guidelines and industry standards.
- Coordinates the operation, maintenance, and utilization of family housing assets with other departments to ensure timely repairs, alterations, painting, and preventative maintenance inspections.
- Reviews and orders materials and supplies necessary to support Housing Program maintenance, projects, and preventative maintenance activities.
- Collaborate with the Resident Services Department to schedule annual Homeownership housing inspections and assists with pre- and post-tenant occupancy inspections.
- Supports the Program Manager in enforcing housing occupancy policies, including pet regulations, maintaining professional communication with tenants and staff.
- Ensures accurate entry and closure of work orders in the Housing Data Systems (HDS) software, including detailed labor and material costs for each tenant or customer.
- Maintains ongoing communication with the Resident Services Department and tenants/homebuyers to clarify maintenance responsibilities and assist in resolving maintenance-related complaints.
- Plans, promotes, and implements effective and efficient maintenance programs.
- Engage with residents through monthly work schedules, regular communication, resident recognition initiatives, and ongoing promotion of Residential and Maintenance Services.
- Assists Resident Services Staff with Homebuyer Education responsibilities.
- Perform other duties as assigned or necessary.

#### REQUIRED QUALIFICATIONS

1. Either:
  - a. Bachelor's Degree or equivalent in Construction Management, or closely related field plus three (3) years of general work experience and demonstrates ability to perform progressively more complex, responsible or difficult duties; and shows ability to learn the specific nature of this job; or
  - b. Associate Degree in Construction Management related field with at least four (4) years' experience in directly related construction management field or equivalent combination of education and experience; or
  - c. Minimum five (5) years' experience in direct maintenance/construction related field.
2. Must have knowledge and understanding in electrical circuitry and equipment; plumbing and mechanical systems, HVAC and refrigeration systems; be familiar with tools and parts associated with the building trades. Must be able to troubleshoot maintenance problems, determine its repair and complete successfully. Must be able to provide directions and monitor work of subordinates. Must have a valid state driver's license in order to operate a HTHA owned/leased vehicle.

**REQUIRED EXPERTISE**

- The Physical and Mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Physical: Work requires frequent walking, standing, reaching, bending and carrying, with occasional medium to heavy lifting; requires availability to responding to emergencies at night (sleep may be disrupted).
- Mental: Exercises independent judgement to ensure appropriate action is taken on maintenance and safety, in cooperation with other departments
- Proficient in operating business computers and office equipment within a Windows environment, including Microsoft Word, Excel, Access, and presentation software such as PowerPoint.
- Skilled in identifying problems and proposing alternative solutions or courses of action based on available resources.
- Experienced in planning and organizing construction projects, coordinating group activities, and facilitating effective meetings.
- Knowledgeable in applying architectural and construction techniques to resolve technical issues, as well as estimating labor costs for various projects.
- Familiar with construction methods, practices, and techniques, including accepted trade standards for new construction, remodeling, maintenance, and repair of building facilities.
- Well-versed in federal procurement regulations, procedures, and policies relevant to the Hopi Tribal Housing Authority.
- Knowledgeable of applicable federal, state, county, and tribal laws, government programs, and HUD guidelines governing Indian Housing Programs.
- Competent in business English, with strong skills in spelling, grammar, punctuation, and basic arithmetic.
- Understanding of electrical, utility, mechanical, and plumbing trades, along with building codes adopted by the HTHA or the Hopi Tribe.
- Able to communicate clearly and effectively in English, both verbally and in writing, while maintaining strict confidentiality.
- Skilled in interacting professionally with individuals from diverse social and cultural backgrounds, including employees and officials.
- Capable of working independently and efficiently under pressure, making sound decisions, exercising independent judgment, and demonstrating creativity and flexibility while managing multiple tasks and meeting deadlines.
- Strong analytical skills to assess situations and determine appropriate courses of action.
- Able to follow oral and written instructions accurately and consistently demonstrate excellence while seeking continuous improvement.

**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.

<b>Approved By</b>	
<b>Title</b>	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
<b>Date Approved</b>	December 1, 2025