

HOPI TRIBAL HOUSING AUTHORITY

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



Vacancy Announcements

Position	Education/Experience
<p><u>Inspector – (1) Position</u></p> <ul style="list-style-type: none"> - Development – Construction Management Department - GS Scale 9 Step 1 - Full-Time Hourly 	<ol style="list-style-type: none"> 1. Either: <ol style="list-style-type: none"> 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
<p><u>Resident Service Director – (1) Position</u></p> <ul style="list-style-type: none"> - Residential Services Department - Exempt - GS Scale 10 Step 1 - Full-Time 	<ol style="list-style-type: none"> 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.
<p><u>Lead Resident Service Specialist – (1) Position</u></p> <ul style="list-style-type: none"> - Residential Services Department - GS Scale 8 Step 1 - Full-Time Hourly 	<ol style="list-style-type: none"> 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.
<p><u>Lead Maintenance Technician – (1) Position</u></p> <ul style="list-style-type: none"> - Maintenance Department - GS Scale 8 Step 1 <p>Starting</p> <ul style="list-style-type: none"> - Full-Time Hourly 	<ol style="list-style-type: none"> 1. Either; <ol style="list-style-type: none"> 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.

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CLOSING DATE FOR ALL POSITIONS

All applications must be received no later than **5:00 p.m. (MST) Thursday, March 12, 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 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)