

HOPI TRIBAL HOUSING AUTHORITY

09/11/2019

JOB VACANCY



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

POSITION: CUSTODIAN

DEPARTMENT: ADMINISTRATION

JOB SUMMARY:

Under direct supervision of the Office Manager, this position is responsible for a variety of duties that involve fixing and repairing of things both indoor and outdoor, general maintenance, orderliness, and cleanliness in the organization to ensure the facilities and equipment in the organization are in good shape at all times for human 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 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 including lifting, pulling and pushing objects up to fifty (50) pounds, sitting and walking for long periods, much have ability to climb, stoop and bend. Must be flexible, available, and dependable.

CLOSING DATE: 25 September 2019

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

Sherry Lomayestewa, HR Generalist

P.O. Box 906

Polacca, AZ 86042

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Fax: 928-737-9270

Email: SLomayestewa@htha.org

Submit completed application along with a resume, letter of interest, and three (3) reference letters.

THE HTHA IS AN EQUAL OPPORTUNITY EMPLOYER AND EXERCISES NATIVE AMERICAN PREFERENCE.