



Vacancy Announcements

Position	Education/Experience
<u>Inspector – (1) Position</u> – Development – Construction Management Department – GS Scale 9 – Regular Full-Time Hourly <u>Open Until Filled</u>	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
<u>Security Guard – (3) Positions</u> – Maintenance Department – GS Scale 4 / 5 / 6 – Regular Full-Time Hourly – Duty Location: Winslow, AZ 86047 <u>CLOSING DATE</u> 5:00 p.m. (MST) Wednesday, August 19, 2026.	1. High school diploma or GED required; additional education or training in public safety, or a related field preferred. 2. Experience that involved: One (1) year of security, military, law enforcement, customer service, or related experience preferred. 3. Must possess or be able to obtain and maintain: (1) A valid Arizona Driver License; (2) A current Arizona Unarmed Security Guard Registration Card issued in accordance with Arizona Law before performing security guard duties; (3) Current CPR and First Aid certification (or obtain within a specified period after hire).
<u>Lead Administrative Support Specialist - (1) Position</u> – Administration Department – GS Scale 5 – Regular Full-Time Hourly <u>CLOSING DATE</u> 12:00 p.m. (MST) Friday, August 21, 2026.	1. High School Diploma or GED required. 2. Associate's or Bachelor's degree preferred. 3. Minimum of three (3) years of administrative experience. 4. Must be able to type at least forty-five (45) wpm and demonstrate proficiency in interpersonal communications.
<u>Renovation Technician I – (3) Positions</u> – Development – Renovation Department – GS Scale 6 Step: 1 – Temporary Full-Time <u>Open Until Filled</u>	1. High School Diploma or GED plus six (6) months' work experience in construction, or maintenance field; or equivalent combination of education and experience. 2. Preference for relevant technical credential or certification, such as HVAC certification, Electrical license, Plumbing certification, or equivalent. 3. 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.

APPLICATION REVIEW

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

HOPI TRIBAL HOUSING AUTHORITY

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



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 Letters

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