



FACILITIES MAINTENANCE TECHNICIAN Hopi Veteran's Memorial Center

OVERVIEW

This position is responsible for maintaining cleanliness, maintenance and repairs of the facilities on the 10-acre Hopi Veteran's Memorial Center (HVMC) and Hopi Wellness Center (HWC) property, monitoring rental events and activities, and assisting with scheduled HVMC and HWC events and activities in support of the HVMC and HWC goals and objectives.

Contacts are with employees within/outside the immediate work area, supervisor, vendors and the public. The purpose of these contacts is to exchange information, provide assistance & services, and coordinate work efforts.

The work involves lifting objects in excess of 25 lbs., recurring bending, standing, walking, stretching, and climbing ladders. The incumbent will be exposed to some occupational hazards such as blood-borne pathogens requiring the incumbent to wear protective clothing and gear.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Sweeps, mops gym floor, building entrances, office spaces and the HWC lobby area, concession room and kitchen. Strip or polish gym and concrete floors; empty waste receptacles and cleans and sanitizes water fountains.
- 2) Cleans, sanitizes, and deodorizes restrooms, locker rooms of the entire HVMC & HWC facilities, and replenish supplies as needed.
- 3) Performs routine inspections of buildings, equipment & grounds and reports any conditions that are in need of repairs, maintains a consistent schedule of maintenance, performs material and cost estimations for projects and submits to the supervisor.
- 4) Performs minor electrical, plumbing, carpentry and damage repairs; cleans and paints interiors and exteriors of building.
- 5) Performs building maintenance repairs and change out facility restroom fixtures, flooring, light fixtures, HVAC units, basketball backboard monitors, roof, ceilings, walls, water, sewer lines, and monitor the septic tank drain fields and the percentages of propane available in the propane tanks.
- 6) Performs office work, i.e. create and post flyers/posters for HVMC & HWC events and activities, file HVMC related documents, attend bi-weekly team meetings and quarterly staff work sessions, and work with vendors to obtain pricing quotes.
- 7) Performs scheduled preventative maintenance functions on program vehicles, equipment, and tools for reliable use. Inventory building maintenance and cleaning supplies, and order more when inventory is low.
- 8) Set up tables and chairs for the HVMC gym and HWC conference room rentals and clean up after the rental is complete; monitor the rental events to ensure orderly conduct and safety of the participants; arrange sporting equipment in designated areas for scheduled activities.
- 9) Provides good customer service when working with renters and their guests, and participants of the HVMC and HWC events and activities.
- 10) Due to the variety of duties performed, the incumbent must maintain and work flexible hours and be available weekends, evenings, and holidays.
- 11) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.
- 12) Support the Department of Health & Human Service' mission and vision by working collaboratively, coordinating efforts and communicating effectively.

MINIMUM QUALIFICATIONS

Education: High School diploma or GED certificate; AND

Training: Building Trades certificate; AND

Experience: Two (2) years general building maintenance/custodial work experience in one or more trade areas, i.e., electrical, plumbing, carpentry, painting, masonry, mixing of cleaning chemicals, sanitation, etc.; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of custodial cleaning methods, practices and procedures
- Knowledge of the hazards and safety precautions of various trades and tools
- Knowledge of the materials, hand tools and equipment used in maintenance and repair work
- Knowledge of Material Safety Data Sheets (MSDS)
- Knowledge of hazards in mixing cleaning solvents
- Skill in verbal and written communications
- Skill in performing skilled tasks of various trades
- Skill in utilizing health safety, environmental policies, practices and procedures
- Skill in the proper use of construction hand tools, equipment and machinery
- Skill in loading, storing, delivering, maintaining and securing custodial supplies and equipment
- Skill in first aid methods and techniques
- Ability to understand and follow written and verbal instructions and complete daily assignments
- Ability to perform heavy manual labor
- Ability to troubleshoot and perform maintenance and repairs
- Ability to deal tactfully, and courteously, with participants in recreation and other events and activities
- Ability to safely use construction hand tools, equipment and machinery and cleaning solvents
- Ability to communicate and maintain professional/positive working relationships with others
- Ability to use computers to generate reports, posters & flyers, and perform general office duties

NECESSARY REQUIREMENTS

- 1) Must maintain a valid Arizona Driver’s License and complete the Hopi Tribe’s Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver’s license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Must obtain a CPR/First Aid Certification within ninety (90) calendar days of hire and maintain certification throughout employment.
- 8) Must obtain a Food Handler’s Card within ninety (90) calendar days of hire.

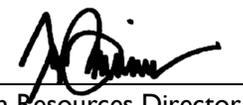
DESIRED REQUIREMENT

Speak and understand the Hopi language.

FACILITIES MAINTENANCE TECHNICIAN

Hopi Veteran’s Memorial Center
 Department of Health & Human Services
 Supervisor: HVMC Manager
 Salary Range: 28
 Classification: NON-EXEMPT
 Revised 02/26/2026

REVIEWED BY:  DATE: 3/5/26
 Department Director

APPROVED BY:  DATE: 03/05/2026
 Human Resources Director