



MAINTENANCE/CUSTODIAL WORKER (Part-time)

LOCATION: DNA Hopi Office (near Keams Canyon, Arizona)

DNA - People's Legal Services (DNA) is committed to providing high quality legal services to persons living in poverty on the Navajo, Hopi and Jicarilla Apache Reservations, and in parts of Northern Arizona, Northwest New Mexico, and Southern Utah. DNA's main office, as well as DNA's Fort Defiance branch office, are located in Window Rock, Arizona. DNA also has branch offices in Chinle, Arizona, Tuba City, Arizona, Flagstaff, Arizona, on the Hopi BIA judicial compound near Keams Canyon, Arizona, and Farmington, New Mexico.

JOB SUMMARY: DNA is seeking an experienced part-time maintenance worker, who will perform general maintenance, basic carpentry work and other related work on the all DNA buildings and properties under the supervision of the Facilities Maintenance Manager at our Hopi Office near Keams Canyon, AZ.

REQUIREMENTS: Minimum educational requirements are a high school diploma or GED, minimum one year of experience in general maintenance work involving at least one of the skilled trades; or an equivalent combination of training and experience which provides the capability to perform the described duties of building maintenance. Must possess a valid state issued driver's license and be able to pass a background check.

RESPONSIBILITIES INCLUDE:

- Reports to the Facilities Maintenance Manager.
- Work requires extensive lifting, bending, carrying, loading, unloading, transporting equipment and supplies weighing up to 100 lbs.
- Works extended periods of time in and outdoor environment.
- Performs general maintenance and carpentry.
- Performs repairs and/or replaces doors, windows, casing, roofing material, flooring material.
- Perform plumbing activities, installing new plumbing including pipes, drains, tubs, toilets, faucets, sinks, and other plumbing fixtures and equipment.
- Makes repairs on old plumbing; repairs leaks and breaks; replaces washers and valves; clean and open drains and water lines.
- The person must be able to transport, set up, and clean a travel trailer.
- Performs painting activities by preparing surface to be painted including sanding, scraping, patching, priming, and texturing, mixes and applies paints to surfaces; mixes and applies joint compound or plaster;
- Performs some electrical work; replace light bulbs, ballasts, light fixtures, wall plates, outlets, etc.
- Services common household appliances.
- Performs yardwork and landscaping;
- Performs on-call emergency duties for major outages, and sewer backups, etc.
- Provides cross training for coworkers and acquires cross training in other trade areas.
- Provides preventive maintenance, troubleshooting, winterizes and summarizes on heating units and air conditioners.
- Performs preventive maintenance program through scheduled inspection and servicing of equipment, housing, and facilities.
- Maintains a clean and safe work environment.
- Travel to other DNA offices to conduct work-may require lodging.
- Performs other related duties as assigned.

WHAT TO SUBMIT: Employment Application (found at <https://dnalegalservices.org/career-opportunities-2/>) and/or a Resume.

HOW TO APPLY: Email: HResources@dnalegalservices.org | Direct: 928.245.4575 Fax: 928.871.5036 (Faxed documents accepted)

Preference is given to qualified Navajo and other Native American applicants. DNA requires all applicants to be eligible to work within the United States. DNA will not sponsor visas unless otherwise noted on the position description.

ACKNOWLEDGEMENT: I have received this job description and I affirm that I meet the minimum qualifications and that I can perform the duties set forth.

Print Name

Signature

Date