



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title: HVAC/Maintenance
Department: Mescalero Apache Gas Tribe
Employment Status: Non-Exempt **Grade:** NE12
Opening date: May 23, 2022 **close:** Open until filled

Job Summary

An HVAC Technician, or a Heating, Ventilation and Air Conditioning Technician, installs and repairs various air quality systems. Their main duties include locating and diagnosing maintenance problems on equipment, conducting warranty services and quickly performing emergency repairs on certain equipment items.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Removing old systems.
- Installing new systems.
- Performing routine maintenance.
- Training new/existing team members.
- Communicating with clients and customers.
- Ordering and maintaining equipment.
- Meeting local HVAC and LP Gas codes.
- Learn the LP Gas duties and deliveries.
- Works collaboratively within a Team and teamwork environment.
- Complete Service work orders for each job assigned.
- Performs other duties as assigned.
- Perform routine Maintenance around Gas Co. facilities
- Other duties as assigned.

Minimum Qualifications

- High School Diploma or GED
- HVAC Certification
- Must possess a positive attitude, team oriented and offer a high level of customer service.
- Minimum 2 years of HVAC experience or related field
- Must be dependable and reliable transportation
- Must have a valid NM Driver's License.
- Must be willing to work full shifts including evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen, background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to safely use cleaning products and safely operate cleaning equipment.
- Ability to understand and follow oral and written instruction.
- Ability to learn the methods of cleaning and caring for buildings and equipment.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; stand; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to climb or balance; and smell. The employee must lift and/or move up to 50 pounds.

Work Environment:

Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.

Interested persons may pick up a Tribal application from the Human Resources Department located at the Mescalero Activity Hall. You may also contact Myra LaPaz, Human Resource Generalist at (575)464-9273 or via email mlapaz@mescaleroapachetribe.com