



## EMPLOYMENT OPPORTUNITY

### ADVERTISEMENT

Zuni Housing Authority  
P. O. Box 710 - 104D Avenue  
Zuni, New Mexico 87327  
Phone: (505) 782-4550

[www.pozha.org](http://www.pozha.org)

ZHA-2022-010

Announcement No.

July 21, 2022

Announcement Date

August 4, 2022

Closing Date

**POSITION:**

**WAREHOUSE TECHNICIAN**

**Pay Level and Hourly Rate:**

Level 4

**DEPARTMENT AND LOCATION:**

Construction Services Department, Blackrock, NM

### SUMMARY

Performs physical work of average difficulty with receiving, storage and distribution of building materials, equipment and supplies to construction sites. Position requires use of computer software for inventory management to track material and produce inventory reports. Performs routine maintenance service of tools & equipment used at construction sites.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of raw material, quality control and other techniques for effective distribution of material.
2. Knowledge of warehouse procedures and inventory systems.
3. Must be knowledgeable in computer software applications such as MS Word, Excel, Internet, Outlook and related programs
4. Ability to multi-task and continually prioritize tasks to be completed throughout the day.
5. Ability to follow and communicate verbal and written instructions with minimal supervision.
6. Ability to operate a forklift, backhoe and other related equipment.
7. Must be a team player and make good judgement in warehouse operations
8. Ability to establish and maintain a good and effective working relationship with co-workers, general public and vendors

### EDUCATION AND EXPERIENCE:

1. High School Diploma with some college plus two (2) years work related experience.

### WORK ENVIRONMENT:

1. Majority of the workday is spent in the warehouse. Warehouse temperatures are variable and often uncontrolled.

### PHYSICAL DEMANDS:

1. Conditions in the warehouse may pose danger as tasks involves the operation of heavy machinery and transporting of large product loads. Tasks are physically demanding, requiring long hours of lifting, standing and carrying.

### SPECIAL WORKING CONDITIONS

Incumbent is subject to background checks. This position is subject to pre-employment drug testing and will be subject to random drug testing for the duration of employment.

### POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position and work hours are Monday through Thursday (7:00 am to 6:00 pm).

### TRAVEL

This position requires some travel.

### AAP/EEO STATEMENT

- ZHA provides Equal Employment Opportunity (EEO) and complies with the Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA). ZHA Provides preference for Zuni Tribal Members, Native American and Veterans of the United States Military.

### OTHER

Note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**APPLICATION INSTRUCTIONS:** (Please do not remove job posting).

Applications can be obtained on the ZHA website at [www.pozha.org](http://www.pozha.org)

**Or picked up at the ZHA main building at 104 D Ave, Blackrock.**