



EMPLOYMENT OPPORTUNITY

READVERTISEMENT

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

www.pozha.org

ZHA-2022-010

Announcement No.

October 26, 2022

Announcement Date

November 9, 2022

Closing Date

POSITION: Warehouse Technician

Pay Level and Hourly Rate: Level 4

DEPARTMENT AND LOCATION: Construction Services Department - Blackrock, NM

GENERAL DEFINITION:

Performs physical work of average difficulty with receiving, storage and distribution of building materials, equipment and supplies to construction sites. Position requires the use of computer software applications (i.e., MS Word Excel, Internet Explorer, Outlook, and related programs) for material tracking and inventory reports. Performs routine maintenance service of tools and 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 Explorer, Outlook and related programs
4. Ability to multi-task and continually prioritize tasks to be completed throughout the day.
5. Ability to follow 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 good and effective relationships with co-workers, general public and vendors.

TRAINING AND EXPERIENCE:

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

WORK ENVIRONMENT:

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

PHYSICAL DEMANDS:

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

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.

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

Applications can be obtained at the Zuni Housing Authority Administration Building at 104D Avenue, Blackrock and the ZHA website at www.pozha.org