



**ACOMA BUSINESS ENTERPRISES  
VACANCY ANNOUNCEMENT**

JOB TITLE:	Maintenance Worker	DEPARTMENT:	Maintenance
SUPERVISOR:	Hotel Maintenance Supervisor	FLSA STATUS:	Non-Exempt
OPENING DATE:	03/04/2010	CLOSING DATE:	Open Until Filled (not to exceed 30 days)

***Summary of Responsibilities:***

Under the supervision of the Hotel Maintenance Supervisor, the Maintenance Worker performs a variety of work to accomplish facility construction and repair projects. Assignments require more than a rudimentary but less than journeyman skill and knowledge of the trades involved. Performs any job-related duties requested by any person authorized to give instructions or assignments.

The Maintenance Worker is expected to serve as a public relations ambassador for all Acoma Business Enterprises and must be courteous and helpful to customers at all times. Other related duties may be directed by management.

***Skills, Abilities, Equipment Used and Knowledge:***

- Must have an aptitude for customer services and ability to remain calm and cheerful in stressful situations.
- Must possess a friendly demeanor at all times and perform job requirements with S.E.G. (Smile, Eye Contact, Greeting).
- Must possess good to excellent interpersonal skills and be able to communicate complex or unwelcome information courteously and helpfully to guests, co-workers, and supervisors.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals or a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to calculate figures and amounts such as board feet, linear feet, percentages, area, circumference and volume.
- Ability to balance time constraints with multiple responsibilities.
- Must have basic knowledge of safety precautions and safe work practices, including ensuring the safety of co-workers.

***Education/Experience:***

- High School Diploma, GED, or equivalent helpful.
- Basic math, reading, writing required.
- Valid New Mexico Driver's license required.
- First Aid and CPR certification desirable; any certification that may be required in accordance with trade practices.

**To Apply: Submit application to the Human Resource Department.**