

ARCTIC SLOPE NATIVE ASSOCIATION  
JOB VACANCY ANNOUNCEMENT

Opening Date: March 14, 2018

Closing Date: Until Filled

Position:

Reports to:

Director of Facilities

**Compliance**  
**Documentation**  
**Specialist**

Salary/Wage: Grade F; \$24.96 - \$27.00/HR DOE

Department: Facilities

Hours: Varies depends on schedule

Location: SSMH

**Brief Summary:**

The Compliance Documentation Specialist gathers, organizes, and prepares for presentation of the documentation paperwork and electronic files for The Joint Commission, Centers for Medicare and Medicaid accreditation paperwork for the Samuel Simmonds Memorial Hospital.

**Essential Job Functions:**

- Scan Work orders, service requests, checklists, repair documentation and other documents.
  - Electronically organize and file these scans for future reference. Organizes electronic files of work orders, service requests.
  - Monitor daily the activity of the Compliance Tracking Checklist on the U' Drive. Update as necessary.
  - Work with Facilities Supervisor, Facilities Administrative Assistant, and other Facilities Staff to identify status of equipment and compliance issues.
  - Utilize Maximo work order software to chronicle compliance issues, create work orders and other.
  - Continually work in Maximo to organize it to be able to correctly perform the documentation.
  - Create inventories of documentation and help set-up of the utilization of bar codes and electronic bar code readers to automate inventories. This will be some in-the-field, hands-on work.
  - Aid Facilities Assistant Manager in movement, Housing, vehicles, travel and other issues to accommodate vendor traffic.
  - Some inspection of equipment.
  - Coordination of site safety activities
  - Responds to emergency calls utility failures, disaster response, security, and safety issues.
  - Coordinate with various departments for preventive maintenance and break down maintenance of building, plumbing, and utilities; equipment such as boiler, air compressor, generator, UPS, facility lighting, parking lot, overhead door, etc.
  - Provide support to execute qualification protocol utilities equipment installation and operational.
  - Participate in any regulatory inspection from various agencies such as FDA, Environmental Protection, Utility authorities and Fire Department, OSHA, The Joint Commission, CMS and others.
  - Cooperate and communicate effectively with manager/director and other participants to provide assistance and technical support
  - Maintain safe and clean working environment by enforcing procedures, rules, and regulations.
  - Perform rounding within the facility for safety and compliance purposes when asked.
- Perform other related duties as required and/or assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience:**

- High school diploma or general education degree ( GED )
- Two years of mechanical trade experience or technical school preferred.
- Prior experience in Hospital maintenance and operations preferred.

**Desired Knowledge, Skills and Abilities:**

Knowledge of Arctic maintenance.

Work ethically and professionally; treat people courteously and respectfully.

Demonstrate excellent telephone etiquette and face-to-face customer service skills.

Accurately complete tasks in a timely manner.

Respond promptly to customers' needs.

Calmly manage difficult or emotional situations.

Identify and resolve problems in a timely manner.

Is consistently at work and on time.

Meet dress code standard; appearance is neat and clean.

Maintain confidentiality.

Manage competing demands; able to deal with frequent change, delays or unexpected events.

Support ASNA's mission and goals; follow all policies and procedures.

Proficient skills in the use of computers; able to enter and retrieve data; and able to use word-processing program for correspondence and reports.

Proficient in the following office skills: Records information management, keyboarding, and customer assistance.

**Certification/Licensure:**

Valid Alaska Driver's license required.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.  
PO Box 1232 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217

*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

*Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.*