

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date:	April 17, 2019	Closing Date:	Until Filled
Position:	<u>Housing Maintenance Laborer</u> <u>(Temporary)</u>	Reports to:	Facilities Manager or designee
Salary/Wage:	Grade 3; \$20.68 - \$22.83/Hour DOE	Department:	Facilities
Hours:	Varies based by schedule	Location:	ASNA

Brief Summary:

Perform manual labor in support of the Facilities and Housing Departments. This include but not limited, performed of various building maintenance, renovation, minor demolition and construction functions. Work in both indoors and outdoors and is safety sensitive position.

Qualifications:

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

Desired Knowledge, Skills and Abilities:

- Demonstrated ability to provide help with routine building maintenance.
- Must be able to read, understand and communicate in English is required. Communication includes both verbal and written skills. Must be able to communicate effectively with other tradesmen as well as peers, supervisors and customers.
- Simple mathematical ability required.
- Work ethically and professionally; treat people courteously and respectfully.
- Respond promptly to customers' needs.
- Work well with hands, have good mechanical aptitude.
- Is consistently at work and on time.
- 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.

Certification/Licensure:

Valid Alaska Drivers License Required

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
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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.