

JOB VACANCY ANNOUNCEMENT

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| Opening Date: | October 29, 2018 | Closing Date: | Until Filled |
| Position: | <u>Maintenance Specialist I</u> | Reports to: | Maintenance Specialist II |
| Salary/Wage: | Grade H; \$30.21 - \$32.67 | Department: | Facilities/Maintenance |
| Hours: | Mon-Fri; Varies based on Schedule | Location: | ASNA |

Brief Summary:

Under the general supervision of the assigned supervisor, performs a variety of semi-skilled construction, maintenance, modification and repair activities in assigned maintenance operations areas which may include carpentry, plumbing and electrical repairs at residential and service facilities and grounds work; and performs related work as required. Work includes both inside and outside activities, climbing, bending, and lifting up to 70+ pounds, working at heights and in confined spaces.

Knowledge, Skills and Qualifications:

This is a semi-skilled level position and employee must be able to perform a wide variety of repairs and work to ensure that ASNA facilities and residential properties are maintained in a safe and effective working condition. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements, work environment, physical demands, and preferences listed are representative of the knowledge, skills, and/or abilities required.

1. Experience in a computerized office setting with familiarity with MS Office programs such as Excel, Access, Word and MS Project; Windows Operating System; Internet and related programs. Ability to learn programs and take training for job specific computer programs.
2. Reasoning skills to include ability to solve practical problems where only limited information exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certification/Licensure:

- Valid Alaska Driver's License that meets ASNA insurance criteria.

Education & Experience:

1. High School Graduate, or General Equivalency Diploma (G.E.D.)
2. **Two years' work experience** with carpentry, mechanics, electrical, and plumbing.
3. While performing the duties of this job the employee is regularly exposed to outside weather, extreme cold, wet or humid conditions. The noise level is usually moderate.

Essential Job Functions

- Performs skilled and semi-skilled maintenance activities depending upon area of assignment including performing basic trade activities such as electrical, plumbing and carpentry work.
- Snow and Ice removal.
- Maintains and repairs HVAC, Plumbing, electrical and security systems.
- Maintains and repairs physical structures as needed.
- Uses power tools and other equipment to perform basic carpentry, electrical, mechanical, and plumbing and/or other repairs and maintenance.
- Inspects facilities, equipment and grounds for necessary repairs, improvements, or preventative maintenance.
- Maintains accurate records and inventory control/Receiving reports.
- Performs janitorial duties on the grounds and in facilities as assigned.
- Communicates changes and progress, respond promptly to customer needs; meet commitments.
- Prepares written reports.
- Observes ASNA safety standards and regulations, policies and procedures.
- While performing the duties of this job the employee is required to walk, climb or balance; kneel; crawl talk and hear. Vision abilities include close, distance color, peripheral and depth.
- Maintains complete confidentiality of all information obtained through professional and client interactions.
- Works a variety of shifts, including evenings, nights, weekends, holidays and on-call when required.
- Performs other duties as assigned.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 • 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.