

JOB VACANCY ANNOUNCEMENT

Opening Date: November 21, 2018 Closing Date: Until Filled
 Position: **Mechanic** Reports to: Motor Pool Manager
 Salary/Wage: Grade 6; \$23.94-\$26.43/HR Department: Facilities
 Hours: Monday – Friday 8:00 a.m. – 5:00 p.m. Location: ASNA

Brief Summary:

Service, diagnose and repair light, medium and heavy-duty equipment. Perform minor and major repairs to include overhauling engines, drive trains, hydraulic systems and electrical systems.

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:

- High school diploma or general education degree (GED) required.
- Two years of college/vocational training in professional office management, administrative support, medical office, or related training.
- Computer/General Office Skills
- Proficient in Microsoft Word, Excel, PowerPoint, and E-mail. Ability to type, with no errors, 50 wpm.

Certification/Licensure

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

Desired Knowledge, Skills and Abilities:

- Demonstrate strong analytical, numerical, and reasoning abilities.
- Tasks are completed accurately and timely.
- Demonstrated knowledge of Barrow and communities of the Arctic Slope.
- Demonstrated efficacy in verbal and written communication skills
- Ability to read and interprets pertinent policy and regulations.
- Ability to maintain strict confidentiality.
- Work ethically and professionally; treat people courteously and respectfully.
- 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.
- Manage competing demands; able to deal with frequent change, delays or unexpected events.
- Support ASNA's mission and goals; follow all policies and procedures.

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

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applications@arcticslope.org

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.