



JOB ANNOUNCEMENT

March 23, 2018

Positions: Mechanical Administrator

Community: Various

Posting Ends: Open until filled

JOB DESCRIPTION

POSITION TITLE:	Mechanical Administrator
REPORTS TO:	Project Manager
STATUS:	Non-Exempt / Temporary-Term ¹ : Employee is classified as Temporary, Force Account Labor EEO ²

POSITION SUMMARY:

Responsible for the design, layout, installation, operation, inspection, maintenance, or modification of plumbing, mechanical and heating, ventilation, and air conditioning (HVAC) systems, including piping, ductwork, devices, fixtures, equipment, or other plumbing, mechanical, and HVAC materials. Responsible for certifying installations or modifications comply with applicable codes for residential single-family and multi-family facilities. Inspects materials after installation or modification, and performs internal and external inspections of boilers, burners, boiler rooms, and associated controls. Performs preventive maintenance based on equipment schedules and observations made during the course of routine inspections. Directly performs or supervises others in the performance of all phases of plumbing, mechanical, and HVAC work as may be needed for plumbing, mechanical, and HVAC new construction, retrofit, modification, maintenance, or inspection work.

ESSENTIAL FUNCTIONS AND REQUIREMENTS:

- Ability to lift up to 75 pounds
- Ability to perform design, selection, layout, installation, inspection, and maintenance of: domestic water supply piping; drain, waste, and vent piping; fuel oil tanks and piping; natural gas distribution piping; hydronic and forced air heating boilers; furnaces; water heaters; chimneys, breechings, and stacks; small air handlers; heat recovery ventilation equipment; exhaust fans and ductwork; building controls systems; and plumbing fixtures
- Ability to read and interpret system and equipment plans, specifications, and operating manuals
- Ability to read and interpret building codes and perform all work in strict accordance with applicable codes

¹ **Term:** Employees appointed to complete or assist with a particular project and then be terminated.

² **Per AHA Policies 1.2 Equal Employment Opportunities:** AHA affords applicants and employees the right to equal employment opportunities. In accordance with this provision, hiring and personnel decisions will be made without regard to race, religion, color, national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, sex, marital status, change in marital status, pregnancy, or parenthood except when allowed by law as set forth below. See Indian Preference in Hiring (Pg. 2, Sec. 3). **PER AHA Policies: 1.3 American Indian/Alaska Native Preference in Hiring:** To the greatest extent feasible and as permitted by law, or funding source, AHA affords preference in hiring to qualified and appropriate applicants recognized as being Alaska Native or American Indian, as evidenced by a Certificate of Indian Blood. All applicants, regardless of race, are evaluated against the requirements and qualifications for the position. The most appropriate applicant, regardless of race, as determined by the Executive Director or their designee, shall be selected for each vacant position.

- Ability to provide clear, accurate instructions, both verbally and written
- Ability and willingness to participate in continuing education and training
- Ability to send and receive email, and use Microsoft Word and Microsoft Excel software
- Ensure compliance with company, industry, and regulatory policies and safety standards
- Ability to travel

LICENSES AND CERTIFICATIONS:

- Employee must possess and maintain a valid license from the State of Alaska as a Mechanical Administrator in the following categories:
 - Either Residential Plumbing and Hydronic Heating or Unlimited Commercial and Industrial Plumbing;
and, either of the following:
 - Residential HVAC or Unlimited HVAC/Sheet Metal
- Employee must possess a valid State of Alaska driver's license and, at the time of employment, have not been convicted of driving under the influence (DUI) within the preceding 15 years.

OTHER REQUIREMENTS:

Aleutian Housing Authority is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required prior to hiring, and random screening may be performed during employment.

OTHER REQUIREMENTS:

- A current printout from DMV of employees' driving record and Alaska Driver's License is mandatory if employee is required to hold a driver's license for the particular job.
- Commercial Driver's License (CDL), Class "B":
- Willing to work overtime as required
- Participation in continued education and training both provided by AHA and not provided by AHA, whenever possible.
- Mandatory drug and alcohol screening is required prior to hiring and random screening may be performed during employment.

Employee must follow directions and construction plans.

WORKING CONDITIONS:

The preceding job description 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 this job. Aleutian Housing Authority reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment. Therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

The Aleutian Housing Authority maintains a drug free workplace.

Fax resumes/applications to (907) 563-3105 Email to isabel.velez@ahaak.org Position is open until filled
AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>