



JOB ANNOUNCEMENT

November 22, 2019

Positions: MAINTENANCE MANAGER

Community: Aleutian and Pribilof Islands Region of Alaska

Posting Ends: Open until filled

JOB DESCRIPTION

POSITION TITLE:	Maintenance Manager
SUPERVISOR GROUP	Project Management & Construction Director
WORKER CLASSIFICATION	Employee
OCCUPATIONAL GROUP	Project Management
WORKER STATUS	Non-Exempt
SCHEDULE & BENEFITS GROUP	Regular Full-time

POSITION SUMMARY

This is skilled work with knowledge in multiple construction/maintenance trades. Work involves performing various skilled and semi-skilled tasks in the repair and maintenance of equipment and buildings throughout the Aleutian and Pribilof Islands Region of Alaska. Work involves a proficiency in several trades, with working conditions and the degree of supervision exercised differing according to the location and nature of maintenance tasks. Work requires exercising technical independence in determining work methods and procedures. Maintenance tasks are received orally or through written instructions which may be accompanied by plans, sketches or diagrams.

ESSENTIAL FUNCTIONS

- Demonstrates proactive and progressive management of maintenance activities and assists in the development of materials, labor, budget, and schedule for all maintenance tasks
- Assists in all phases of planning and closeout of assigned maintenance projects
- Coordinates appropriate/required inspections, ensuring procedures and materials comply with specifications, ensuring timelines, conformance with all maintenance requirements and quality workmanship
- Prepares and participates in the procurement and RFP process for materials, logistics, and labor
- Participates in painting, glazing, plumbing, carpentry and electrical repairs to buildings and equipment
- Cleans, services, and makes repairs to a wide variety of heating, ventilating, and related equipment
- Makes repairs to all types of roofing, cabinets, floors, windows, footings, sidings, and does other related carpentry work
- Makes general structural repairs
- Keep inventory of supplies, materials, tools, and equipment in a clean and organized manner. Inspect goods upon delivery to ensure the standards of quality are met, the appropriate quantity has been received, and materials match the list or requisition
- Possess the character, integrity and skill to represent AHA to the highest professional standards
- Must be familiar with cold climate construction techniques
- Ability to lift 75 pounds
- Execute all other reasonable duties as assigned by the PM&C Director or their designee
- Coordinates and communicates with Housing Services Manager or their designee

KNOWLEDGE AND SKILLS

- Knowledge of and demonstrated skill in residential construction principles, practices and techniques including but not limited to; civil and site work, framing, roof cover, finish carpentry, siding, floor cover, wall and ceiling finishes, painting

- Understanding construction and maintenance industry standards and quality control methods, including AHFC “Building & Energy Efficiency Standards” (BEES)
- Considerable knowledge of the methods, tools, practices used in the painting, plumbing, carpentry and electrical trades
- Considerable knowledge of the occupational hazards and safety precautions of the building, electrical, or mechanical trades
- Considerable knowledge of the standard practices, processes, and materials involved in trades related to general building maintenance
- Skill in reading and interpreting plans or sketches and specifications for improvement or alteration of buildings and equipment
- Ability to make accurate estimates of time and materials required for repairs and maintenance work
- Skill in the use and care of tools and equipment employed in the building, electrical, and mechanical trades
- Strong organizational and record keeping skills
- Knowledge of building codes and standards of practice
- Knowledge of HUD and NAHASDA procurement rules and regulations
- Skill in using personal computers/software relevant to the position held

EDUCATION AND EXPERIENCE

- Four years of experience in the construction or maintenance of building, electrical, carpentry, plumbing or mechanical trades work
- Graduation from high school or any equivalent combination of experience and training

SUPERVISION EXERCISED

Ability to supervise a small group of semi-skilled workers as assigned and varies with working conditions and the degree of supervision exercised differing according to the location and nature of maintenance tasks.

WORKING CONDITIONS

This position requires the ability to conduct all phases of actual maintenance in the field as well as have the capacity to lift 75lbs. Live and work in remote locations for extended periods of time and work outside in differing environmental conditions.

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
- Participation in continuing education and training both provided by the Aleutian Housing Authority (AHA) and not provided by AHA, whenever possible
- AHA is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required prior to hiring and other screening may be performed during employment per AHAs’ policies
- This position requires the ability to conduct all phases of actual maintenance and repairs in the field

GENERAL

The preceding job description is designed to indicate the general nature and level of work performed by an employee 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 description is not a contract for employment. By signing this document the employee acknowledges that they fully understand that Aleutian Housing Authority is an “at will” employer, and 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.

Please email Kennedy.serr@ahaak.org your application/resume. AHA’s employment application is available on our website at <http://www.ahaak.org/Jobs.html>