



JOB ANNOUNCEMENT

February 16th, 2017

Position(s): FACILITY MANAGER
Community: AKUTAN
Facility: Low Rent Apartment Complex
Posting Ends: Open until filled

JOB DESCRIPTION

POSITION TITLE	Facility Manager
REPORTS TO	Housing Services Director
STATUS	Intermittent (on-call) (5-6 hours/week) EEO ¹
PAY RATE	DOE

BASIC FUNCTIONS:

Primary responsibility is to ensure the facility building and grounds are maintained in a safe and comfortable condition. Coordinating with the Housing Services Department move in/out inspections and change activities. Communicating with the Housing Services Manager needed repairs for the facility and tenant interactions. The manager will monitor building code violations, as well as violations of program requirements.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Clean and maintains building and grounds and coordinate repair issues with the Housing Services Department
- Maintains the Emergency Call System and Fire Detection systems in all areas of the facility
- Ensure entryways are accessible at all times
- Removal of snow and ice
- Assist in the inspection process for annual, move-in/outs and change activities of units
- Coordinates tenant unit needs with the work order process
- Responds to tenant issues, maintains tenant files and submits report to the Housing Services Department.
- Performs other related duties as assigned

A complete job description is available on our website or upon request by calling Toll Free from the Region 800-478-5614. The Aleutian Housing Authority maintains a drug free workplace with a pre-employment drug screening required.

Please email Isabel.velez@ahaak.org your application/resume, fax to 907-563-3105, or mail to 520 E. 32nd Avenue, Anchorage, Alaska 99503. AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>

¹ **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.