



## JOB ANNOUNCEMENT

January 2026

**Positions:** Maintenance Handyman

**Community:** Saint Paul

**Posting Ends:** Open until filled

## JOB DESCRIPTION

POSITION TITLE:	Maintenance Handyman
SUPERVISOR GROUP	Project Management & Construction Director
WORKER CLASSIFICATION	Employee
OCCUPATIONAL GROUP	Field
WORKER STATUS	Non-Exempt
SCHEDULE & BENEFITS GROUP	Temporary, Intermittent (On-Call)

### POSITION SUMMARY

The Maintenance Handyman plays a crucial role in ensuring the smooth operation and upkeep of our residential facility. The primary responsibility is to ensure that our facility buildings and grounds are maintained in a safe, comfortable condition and compliant with all building & safety codes. Responsible for communicating with the PM&C Director regarding any needed repairs or maintenance.

This role involves skilled work requiring knowledge in multiple construction and maintenance trades. Responsible for performing various skilled and semi-skilled tasks in the repair and maintenance of equipment and buildings. Proficiency in several trades is necessary, and working conditions and the degree of supervision exercised will vary according to maintenance tasks. Responsible for determining work methods and procedures, exercising technical independence.

### ESSENTIAL FUNCTIONS

Demonstrate the character, integrity, and proficiency that represents AHA to the highest professional standards. The activities listed below are not intended to be all-inclusive. The Maintenance Handyman may perform other related duties as directed to meet the ongoing needs of the property.

#### Facility Maintenance

- Respond promptly to maintenance requests from PM&C Director
- Order, repair or replacement of maintenance items in coordination with the PM&C Director
- Visual inspections of common, storage, and mechanical areas to ensure compliance with safety and building codes
- Coordinates appropriate maintenance inspections as required
- Cleans, services, and makes repairs to a wide variety of heating, ventilating, and related equipment
- Maintain cleanliness and organization of maintenance areas and equipment storage areas.
- Assist with snow removal, landscaping, and other seasonal maintenance tasks as required
- Preventative maintenance in common areas
- Complete tasks on weekly and annual checklists

### **Reporting and Communication**

- Prepare and submit regular reports on maintenance activities promptly to the PM&C Director
- Maintain accurate records of mechanical maintenance items
- Promptly notify PM&C Director of actions taken in an emergency

### **Supplies and Inventory**

- Maintain inventory of maintenance supplies
- Maintain 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

### **Facility Security**

- Ensure doors and access points are secured per Resident Handbook
- Confirm sensitive areas such as maintenance rooms are secured when not in use

### **Emergency Response and Imminent Threat Management**

In the event of an emergency, all available staff will work together to ensure the safety and security of residents, staff, guests, and the facility up to and including evacuation of the facility.

- Participate in emergency preparedness planning

### **ON CALL**

This position requires the employee to be available to handle emergencies outside of regular business hours. On-call duties will commence at the end of regular business hours and conclude at the start of the next business day.

- Handles evacuation of residents to a safer location in the event of an emergency, ensuring all residents are removed from the facility in an organized manner.
- Available and accessible by phone or other means of communication to respond to emergencies
- Responsible to communicate to the PM&C Director in advance of any change in schedule to ensure coverage of the facility after hours
- Assess the emergent situation and take action to mitigate the issue
- Communicating with the PM&C Director or designated personnel to report the nature of the emergency, actions taken, and any additional assistance required

### **SHARED SPACE**

This position requires sharing office and facility space and equipment with other staff operating in the building. Maintain office space in a professional and organized manner.

### **KNOWLEDGE AND SKILLS**

- Comprehensive understanding and practical application of residential construction principles, practices, and techniques, encompassing electrical, plumbing, heating, and standard protocols for general building maintenance
- Proficiency in reading and interpreting plans, sketches, and specifications for the improvement or alteration of buildings and equipment
- Ability to accurately estimate the necessary time and materials required for repair and maintenance tasks
- Expertise in utilizing and maintaining tools and equipment essential to the building, electrical, and mechanical trades

- Strong organizational abilities and aptitude for record-keeping to ensure efficient management of maintenance activities

#### **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

#### **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 and work in harsh Aleutian environment.

#### **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 job
- 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

#### **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. The Aleutian Housing Authority reserves the right to revise this job description at any time. This job 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 [choua.yang@ahaak.org](mailto:choua.yang@ahaak.org) your application/resume. AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>