

KAWERAK POSITION DESCRIPTION

DIVISION: Education, Employment & Supportive Services and Administration
JOB TITLE: Maintenance/Laborer Assistant
POSITION STATUS: Regular Full-time
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 9
REPORTS TO: Facility Maintenance Coordinator

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Perform manual labor tasks as assigned by the Facilities Maintenance Coordinator.
2. Assist with keeping facilities in compliance with Head Start performance standards, state and local inspection requirements.
3. Assist with facility maintenance, repairs and improvements in Nome and village sites.
4. Remove snow from ramps, stairs and entryways and apply salt/sand at Nome facilities prior to when services begin on a daily basis as needed.
5. Assist the Nome Cook once a week with grocery shopping and delivery to the local airline for delivery to rural sites.
6. Receive, transport and check in purchased goods then put the goods in storage locations in an organized manner.
7. Retrieve goods from storage upon request, maintain inventory of stored goods and complete purchase requisitions to replenish goods.
8. Assemble furniture or equipment.
9. Assist in managing and maintaining facility equipment such as HVAC systems, plumbing systems, boilers, and hot water heating systems on a regular basis.
10. In coordination with the Facility Maintenance Coordinator and site staff, solve critical repair needs and improvement of rural facilities; including purchasing and delivering necessary materials and equipment.
11. In coordination with the Facility Maintenance Coordinator, fix any plumbing problems that occur due to building freezing up. Change fuel pumps/broken pipes, thaw frozen pipes, and complete any other needed repairs to get building operational.
12. Assist in the completion of construction and remodeling projects if needed.
13. Complete Kawerak forms and or checklists as required.
14. Hold a company credit card and follow all credit card procedures.
15. Other duties as assigned by the Facility Maintenance Coordinator.

QUALIFICATIONS

1. High school diploma or G.E.D. plus 1 year of experience in building maintenance, including: boilers, hot water heaters, air handling systems, HVAC systems and other electrical systems.
2. Must be able to follow detailed written and oral instruction.
3. Must be dependable, self-motivated, self-directed, and able to work with minimal supervision.

4. Must be physically able to bend, stoop, reach, climb and use hands. Frequent standing required and may be subject to working in hazardous and cramped areas at times.
5. Must be able to lift 75 pounds.
6. Must have a valid Alaska Driver's License with a clean driving record.
7. Must have organizational skills to maintain daily work flow and project deadlines.
8. Must have basic computer skills including word processing and spreadsheets.
9. Must have working knowledge of rural Alaska.
10. Must be willing and able to travel.
11. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

Native Hire Preference per Public Law 93-638

Approved (3-20-18)