

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date:	November 25, 2019	Closing Date:	Until Filled
Position:	<u>Maintenance Laborer</u>	Reports to:	Facilities Assistant Manager
Salary/Wage:	Grade 3; \$21.09 - \$28.29/HR DOE	Department:	Facilities
Hours:	Varies based by schedule	Location:	ASNA

Brief Summary:

Perform manual labor in support of the Facilities Department and other when asked. Assists trade mechanics on construction projects. PMs, routine work, new installations, and cleanup.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must demonstrate stable work history. This is a requirement.

Essential Job Functions

- Other duties may be assigned requiring skills of a like or less demanding nature.
- Perform PM tasks on items such as roof drains, shop cleanup, and all other assigned areas. Conforms to applicable safety rules.
- Painting and priming of interior and exterior walls.
- Assists in demolition and new construction projects and hanging drywall and metal studs.
- Snow and ice removal.
- Inspects facilities, equipment and grounds for necessary repairs, improvements, or preventative maintenance.
- Performs janitorial duties on the grounds and in facilities as assigned.
- While performing the duties of this job the employee is required to walk, climb or balance; kneel; crawl talk and hear. Vision abilities include close, distance, color, peripheral and depth.
- Works a variety of shifts, including evenings, nights, weekends, holidays and on-call when required.
- Performs other duties as assigned.

Desired Knowledge, Skills & Abilities

- Demonstrated ability to provide help with routine building maintenance.
- Must be able to read, understand and communicate in English is required. Communication includes both verbal and written skills. Must be able to communicate effectively with other tradesmen as well as peers, supervisors and customers.
- Simple mathematical ability required.
- Work ethically and professionally; treat people courteously and respectfully.
- Respond promptly to customers' needs.
- Is consistently at work and on time.
- Maintain confidentiality.
- Manage competing demands, able to deal with frequent change, delays or unexpected events.
- Support ASNA's mission and goals; follow all policies and procedures.

Education & Experience

- High school diploma or general education degree (GED).

Certification/Licensure

- Valid Alaska Driver's license required.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217
applications@arcticslope.org

This vacancy announcement 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 the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.