

JOB VACANCY ANNOUNCEMENT

Opening Date: May 3, 2021

Position:

Maintenance Laborer (Offsite Facilities)

Salary/Wage: Grade 3; \$21.51 - \$23.75/HR DOE

Hours: Varies based by schedule

Closing Date: Until Filled

Reports to: Offsite Facility Manager

Department: Offsite Facilities

Location: Old Hospital Campus

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.

Education & Experience:

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

Certification/Licensure:

- Valid Alaska Driver's License that meets ASNA insurance criteria within ninety (90) days of hire.

Safety/Security Responsibilities:

This position requires frequent contact with children and vulnerable adults; thorough background screening is required. Maintain a safe environment for staff, visitors, and patients within the scope of job duties. Abide by all safety policies and procedures. Keep informed of, and avoid, potential job hazards. Wear identification while on duty. Report all employee injuries as required. Utilize all safety equipment as designed and when appropriate. Secure department resources from loss. Security tasks that may extend to door/patient security and responding to security requests.

The work is performed in a hospital setting, where exposure to contagious and infectious diseases is common.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 | Utqiagvik, 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. Is committed to maintaining a drug free, smoke free workplace.