

JOB VACANCY ANNOUNCEMENT

Opening Date: May 20, 2021

Position:

Off-Site Facility Maintenance Foreman

Salary/Wage: Grade E16; \$84,362.45 - \$93,142.96/YR

Hours: Monday – Friday; 8:30am – 5pm Some Saturdays as needed

Closing Date: Until Filled

Reports to: Off-Site Facilities Manager

Department: Off-Site Facilities

Location: ASNA

Brief Summary:

The Off-site Facility Maintenance Foreman will assist in the management of maintenance and repair services for the old Hospital. The employee will perform hands on maintenance and supervise maintenance crew, assure quality and quantity of work performed, and prioritize workload of staff.

Essential Job Functions

- Oversees aspects of maintenance for the facility including assisting with the development and maintenance of applicable policies and procedures.
- Maintains mechanical, electrical, plumbing and controls systems. Assists with management of facility repair, renovation and maintenance activities.
- Reviews and makes recommendations for capital budget equipment purchased and installed in the facility.
- Assists in purchasing, accounting, budgeting and other business functions of Off-Site Facilities Management.
- Supervise employees in the maintenance and repair of the facility.
- Conduct preventative maintenance of facility.
- Some inspection of equipment.
- Coordination of site safety activities.
- Responds to emergency calls utility failures, disaster response, security, and safety issues.
- Coordinate with various departments for preventive maintenance and break down maintenance of building, plumbing, and utilities; equipment such as boiler, generator, facility lighting, parking lot, overhead door, etc.
- Maintain safe and clean working environment by enforcing procedures, rules, and regulations, and modeling safe & productive work practices.
- Perform routine rounding within the facility for evaluation of maintenance and housekeeping needs.
- Trouble shoot and, when appropriate, maintain mechanical equipment such as air handlers, boiler pumps etc.
- Perform other related duties as required and/or assigned.

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.

Certification/Licensure

- Plumbing or electrician licensure preferred.
- Valid Alaska Commercial Driver's License. (CDL, Class A or B) that meets ASNA insurance criteria within **ninety (90) days** of hire

Requirements:

- High School Diploma or GED completion
- Must be 18 years of age or older
- Current CPR Certification or willingness to become certified.

Education and Experience

Preferred trade school training or trade certifications.

The minimum requirement is a:

- High School Diploma or (GED). Preferred Bachelor Degree
- Six (6) months experience with facilities management is required
- 2 years of work experience in maintenance or construction required
- One year of supervisory experience required.
- Computer literacy is required

Supervisory Responsibilities

- Ability to manage staff is required.
- One year of supervisory experience is required.

Desired Knowledge, Skills and Abilities:

- Demonstrated capabilities in performing hands-on maintenance of a large facility.
- Demonstrated capabilities in previous experience to effectively manage and oversee facilities management and operations
- Ability to set goals and objectives to meet critical deadlines.
- Excellent verbal and written communication skills, interpersonal skills, analytical skills and organizational skills.
- Ability to deal with complex problems and to make timely and appropriate decisions.
- Ability to maintain a flexible work schedule to ensure that the facility is properly maintained.
- Knowledge of OSHA, NFPA, and EPA regulations and standards is required.
- Experience using MAXIMO preferred.
- Ability to work effectively in a cross-cultural environment.

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

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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.