

Sitka Tribe of Alaska
Job Description
JOB TITLE: On-Call Maintenance Specialist

Exempt:	No	Wage:	\$25 per hour
Department:	Administration	Hours:	On-Call status
Reports to:	Workforce Development Director	Effective Date:	October, 2016
Prepared By:	Workforce Development Director	Approved By:	General Manager

I. SUMMARY

This position is on-call status, and based on need, and is responsible for maintenance of Sitka Tribe of Alaska (STA) buildings; including STA Administrative Offices, Healing House, Sitka Tribal Enterprises, and the Community House. Primary duties include routine building maintenance, recommending and contracting maintenance services, and arranging for and working with annual inspections. Job Hours and Conditions: The facility/maintenance worker must be willing and able to work very early mornings, weekends, evenings, some holidays, and be available on-call. Work will be indoors and out.

II. ESSENTIAL DUTIES

A. MAINTENANCE

- Complete building repairs, and/or recommend contractors for painting, pressure cleaning, or fire/life safety issues
- Ensure all major systems are in good working order; i.e., boilers, bathroom facilities, kitchen appliances, and other systems in each facility
- Ensure that all building equipment is in excellent working condition and stored properly; and repair or arrange for repair as soon as possible
- Establish contract repair resource information listing; maintain a repair and maintenance log
- Document in writing building problems and needed repairs to supervisor
- Hours are on-call, based on need
- Ensure STA building sidewalks, stairs, and roadways are passable; when requested by STA Transportation, keep STA and public transit stops free of trash, snow, and leaves
- Safely operate plowing vehicle, shovel snow and debris
- Collect recyclables weekly, deliver to recycle station

B. GENERAL RESPONSIBILITIES

- Available to work on-call status, and give 24-hour notice if unable to work or staff the building
- Dress appropriately for the position
- First to respond if a Community House alarm is set off and provide communication with police, fire department, and/or alarm system company as necessary

C. MEETINGS AND OTHER

- Attend periodic staff meetings and other sessions as requested by supervisor
- Other duties as assigned

III. MINIMUM REQUIREMENTS

A. EDUCATION

- High School Diploma or GED
- Alaska Driver License with a clean driving record

B. SKILLS, EXPERIENCE, AND ABILITIES

- Excellent communication and public relation skills
- Experience operating power and hand tools and equipment; knowledge of maintenance and equipment including boilers, basic plumbing, and other basic building appliances
- Experience with building aesthetics, including painting, staining, landscaping, and very light road repair as necessary
- Ability to lift and carry 50 pounds on regular basis
- Ability to operate cleaning equipment as necessary
- Ability to work with public and other staff in a professional and courteous manner
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

C. CRIMINAL HISTORY

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual’s immediate supervisor.

D. DRUG AND ALCOHOL FREE WORKPLACE

This position is required to comply with Sitka Tribe of Alaska’s Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug use unlawfully or under the influence of alcohol.

IV. NATIVE PREFERENCE

Tribal preference in hiring applies as outlined in the STA hiring Policy and Procedure and the STA Employee Handbook.

Approved:

Received:

Lisa Gassman, General Manager

Anne Davis, Administrative Services Director