



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

POSITION VACANCY ANNOUNCEMENT C23-020

M-06-02

TITLE: Maintenance Person – McQueen School, Kivalina

QUALIFICATIONS:

1. Skill necessary for general maintenance work.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. High school diploma, Certificate of Attendance, or Vocational/technical training.
4. Valid Alaska driver's license.
5. Wastewater treatment plant training a plus

REPORTS TO: Director: Property Services

JOB GOAL: To help maintain the physical school plants in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include but are not limited to the following: Performs general maintenance as needed. Regulates heating and ventilating systems to provide an environment in buildings appropriate to the season and to ensure economical usage of fuel, water and electricity. Removes snow from site premises during winter months daily or as needed. Inspects and services all site equipment on a regular basis per preventive maintenance schedules. Maintains accurate and current records on preventive maintenance performed on site equipment. Keeps an inventory of supplies, equipment and fuel on hand for operation and preventive maintenance of site equipment, and requisitions needed items from the principal or designated building manager in a timely manner. Routinely tests and certifies all emergency power and fire equipment. Operates site vehicles for transportation of personnel and materials to and from the airport and elsewhere about the site as required. Works overtime when required. Other duties as assigned by immediate supervisor.

LENGTH OF POSITION: 261 days per year 7.5 hours per day

SALARY: Range 15/Step 01, \$31.01 per hour

APPLICATION PROCEDURES:

DISTRICT EMPLOYEES must submit to the Human Resources office: Request for transfer; list of work experience; letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the Human Resources office: a completed application; at least three (3) current references, including one from most recent employer. All references must have current telephone numbers.

APPLICANTS ALREADY ON FILE MUST SUBMIT A LETTER EXPRESSING INTEREST IN THIS POSITION.

ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION.

DATE ANNOUNCED.... June 23, 2022

DATE CLOSING.... Open Until Filled

AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER APPLICATIONS FROM MINORITIES ARE ENCOURAGED.