



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800 · Fax (907) 442-2172

POSITION VACANCY ANNOUNCEMENT C23-039

M-99-15

TITLE: Automotive/Generator Mechanic—District Office/Maintenance

- QUALIFICATIONS:**
1. High school diploma or vocational/technical training
 2. Skill necessary for general automotive work.
 3. Demonstrate aptitude or competence for assigned responsibilities
 4. Valid Alaska driver's license.
 5. Such alternatives to the above qualifications the Board may find appropriate and acceptable.

REPORTS TO: Director of Property Services

JOB GOAL: To help maintain motor vehicles and diesel generators throughout the district.

PERFORMANCE RESPONSIBILITIES:

Assumes primary responsibility for both gas and diesel engines, for the safe condition of motor vehicles and electric generators throughout the district. This includes trucks, SUVs, school buses, snowmachines, ATV's, heavy equipment owned by the district and stand-by generators at school sites. Operates a front-end loader, forklift, tire machine and overhead crane as needed to complete assigned jobs. Uses Snap-On diagnostic tester and a full line of mechanic tools properly. Operates both steel and aluminum welders, cutters, wire-feed, plasma cutters and oxyacetylene. Determines which repair jobs may be performed by site maintenance personnel and advises the Director. Supervises and executes preventive maintenance work orders on all vehicles and generators that require special skills and cannot be performed by site maintenance. Instructs maintenance workers and other district employees in the safe and proper use of motor vehicles. Recommends supplies and equipment for purchase and maintains the inventory of district owned shop equipment, tools, and supplies. Travels to and works in village sites as needed for vehicle or generator maintenance and/or repair. Performs other duties as assigned by the Director of Property Services.

LENGTH OF POSITION: 7.5 hours per day, 261 days/year, fulltime
SALARY: Range 23/Step1 (\$41.11) or DOE

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board Policy.

APPLICATION PROCEDURES:

District Employees must submit to the Human Resources Department: request for transfer form, list of work experience and letter of recommendation from current supervisor.

Other Applicants must submit the following items to the human resources department: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

**APPLICANTS ALREADY ON FILE MUST SUBMIT
A LETTER EXPRESSING INTEREST IN THE POSITION**

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

DATE ANNOUNCEDAugust 18, 2022
DATE CLOSING Open Until
Filled

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