

Maintenance Director (Sand Point, Alaska)

Job Summary

- Act as the Aleutians East Borough's Maintenance Director for the facilities within the Borough.

This is an exempt, regular full-time position.

Major Duties

- Responsible for the maintenance and proper operation and care of facilities for which the Borough is responsible including schools, houses, offices and related equipment. Maintenance, repair and upkeep of harbor, marine and other public facilities may also be required as may be requested by the Mayor or Administrator.
- Responsible for regular inspections of the local facilities to ensure all systems are working properly; identifying maintenance needs, and coordinating/scheduling repairs and upgrades to facilities, as may be requested by the Mayor or Administrator.
- Perform or will provide technical assistance and direction to site administrators, maintenance workers and custodians in organizing and performing necessary repairs, and acquiring materials and equipment for Borough approved projects, as requested by the Mayor or Administrator.
- Coordinate with engineers and contractors on Borough projects as needed and may be asked to review project documents, i.e., designs, specifications.
- Proficient in proper procedures and requirements for personal safety and the safety of the facilities and attend Borough safety meetings.
- Train staff to follow proper procedures and requirements for personal safety and the safety of the facilities.
- Report to the Mayor or Administrator regularly, including an annual report on the status and condition of borough facilities.
- Prepare a 6-year capital projects plan to accomplish the Borough needs for major and minor repair, rehabilitation and replacement of Borough owned buildings and other public facilities including school facilities.
- Be the primary point of contact with the School District regarding maintenance needs.
- Perform and/or supervise minor construction projects.
- Complete all appropriate paperwork for grants and other funding agencies, as necessary.

Aleutians East Borough Job Description

Maintenance Director

June 13, 2022

Page 1 of 3

- Other duties as assigned.

Job Requirements

- High School diploma or equivalent.
- Demonstrates proficiency with all the component tasks listed in “Major Duties” above.
- Demonstrates ability to take direction and then work independently to complete assigned tasks.
- Work closely with the Aleutians East Borough Mayor, Aleutians East Borough Administration, the Aleutians East Borough School District and other entities.
- Ultra-reliable person with excellent judgment.
- Quick learner with the ability to accept and process feedback, who can document a history of outstanding productivity while generating exceptionally high quality of work.
- Ability to lift, move and carry fifty (50) pounds.
- May be required to work seven (7) days a week.
- Will be required to travel and provide services to Borough facilities in Akutan, Cold Bay, False Pass, King Cove, Nelson Lagoon, and Sand Point.
- Prefer familiarity with the Aleutians and/or rural Alaska.

Skills

- The Maintenance Director must have the skills to perform all needed work and to plan, schedule and accomplish assigned work within a budget.
- The desired qualities include but are not limited to:
 - Knowledge of school facilities, mechanical systems, the Asbestos Hazardous Emergency Response Act, Underground Storage Tanks, and OSHA programs.
 - Knowledge of furnaces, boilers, generators, fire control systems, sprinkler systems, and locksmithing.
 - Technical experience in use of personal computers, electronic mail, spreadsheets and word processing.
 - Construction foreman ability, i.e., supervision of skilled and unskilled labor in the repair or replacement of facilities or broken equipment, room additions, roof repair/replacement, siding repair/replacement.
 - Ability to perform minor construction projects.
 - Organized in purchasing and management of building materials and maintenance supplies.
 - Is able to work independently with a minimum amount of direction.
 - Ability to safely work with and direct handling of hazardous materials.

Work Environment

Work is performed in an indoor/outdoor environment in Akutan, False Pass, Cold Bay, Nelson Lagoon, King Cove and Sand Point. Work will primarily be conducted out of the Sand Point Aleutians East Borough Office. There is a lot of interaction with people, both in person, via e-mail and cellphone.

Aleutians East Borough Job Description

Maintenance Director

June 13, 2022

Page 2 of 3

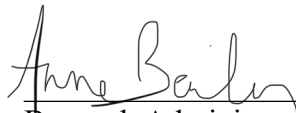
Supervisory Control/Responsibilities

The Maintenance Director reports to the Borough Mayor or the Borough Administration.

Compensation

This is an exempt, regular full-time position. Work hours may vary on a daily and weekly basis. The salary range is from \$60,000 to \$85,000 per year. The salary range depends on experience, licenses, etc. This position includes customary AEB benefits for permanent employees (PERS retirement, health coverage for employee with coverage for family members available at employee’s expense, paid holidays, paid vacation, workers’ comp, etc.). The Borough does not participate in social security deductions but a deferred income, retirement benefit is available to all employees.

APPROVED:



Borough Administrator

6/13/2022

Date