



Maintenance Director (Anchorage, Alaska)

Job Summary

The Aleutians East Borough (AEB) is seeking a reliable, experienced, and highly organized Maintenance Director to oversee the safe and efficient operation, maintenance, repair, and upkeep of Borough-owned facilities and equipment.

The Maintenance Director works closely with the Mayor, Borough Administration, Aleutians East Borough School District, site administrators, maintenance personnel, contractors, engineers, and other stakeholders to identify facility needs, coordinate repairs and projects, and maintain safe and functional public facilities.

Major Duties and Responsibilities

- **Facility Maintenance and Operations:** Responsible for the maintenance, proper operation, repair, and upkeep of Borough-owned facilities, including schools, housing, offices, harbor and marine facilities, and other public facilities and related equipment for which the Borough is responsible.
- **Facility Inspections:** Conduct regular inspections of Borough facilities to identify maintenance, repair, safety, and operational needs; document deficiencies; and coordinate or schedule corrective work as directed by the Mayor or Administrator.
- **Maintenance Coordination and Technical Assistance:** Provide technical assistance, guidance, and direction to site administrators and maintenance personnel regarding maintenance activities, repairs, materials, equipment, and Borough-approved projects.
- **Maintenance Planning:** Develop and maintain schedules for routine, preventive, and corrective maintenance and assist in prioritizing facility needs based on condition, safety, operational requirements, and available resources.
- **Maintenance System:** Train appropriate school and Borough personnel in the use of the Borough's maintenance management system and promote consistent and accurate documentation of work orders, inspections, repairs, and facility conditions.
- **Projects and Contractors:** Coordinate with engineers, architects, contractors, vendors, and other professional service providers on Borough facility projects as needed. Review project-related documents, including plans, designs, specifications, scopes of work, and requests for proposals, when requested by the Mayor or Administrator.
- **Minor Construction and Repairs:** Perform and/or supervise minor construction, repair, renovation, and improvement projects in accordance with applicable requirements, approved project scopes, and available resources.
- **Safety and Compliance:** Maintain knowledge of and follow applicable procedures and requirements related to personal safety, facility safety, equipment operation, and safe work practices. Identify unsafe conditions and take appropriate action or report them to the Mayor or Administrator.

- **Staff Training:** Provide or coordinate training for Borough and school personnel regarding safe work practices, facility operation, maintenance procedures, equipment use, and applicable safety requirements.
- **School District Coordination:** Serve as the primary point of contact between the Borough and School District regarding facility maintenance, repair, inspection, and related maintenance needs.
- **Capital Planning:** Assist the Administrator in developing and maintaining a six-year capital improvement plan addressing the major and minor repair, rehabilitation, replacement, and improvement needs of Borough-owned buildings and other public facilities, including school facilities.
- **Reporting:** Provide regular reports to the Mayor and/or Administrator regarding facility conditions, maintenance activities, outstanding needs, project status, safety concerns, and anticipated expenditures. Prepare an annual report summarizing the condition and maintenance needs of Borough facilities.
- **Grant and Funding Assistance:** Assist the Administrator with the preparation, documentation, and submission of grant applications, project documentation, reports, and other materials required by funding agencies for facility maintenance, repair, rehabilitation, and construction projects.
- **Intercommunity Travel:** Travel as necessary to Borough facilities and communities, including Akutan, Cold Bay, False Pass, King Cove, Nelson Lagoon, and Sand Point, to conduct inspections, coordinate maintenance activities, provide technical assistance, oversee projects, and address facility needs.
- **Other Duties:** Perform other related facilities, maintenance, repair, project coordination, and operational duties as assigned by the Mayor or Administrator.

Minimum Qualifications

- High school diploma or equivalent.
- Demonstrated experience and ability to perform or supervise facility maintenance, repair, and related duties.
- Ability to work independently, take direction, prioritize tasks, and meet deadlines.
- Proficiency with Microsoft Word, Excel, email, and other computer applications.
- Excellent organizational skills, judgment, reliability, and communication skills.
- Ability to lift, move, and carry up to 50 pounds.
- Ability and willingness to work extended hours, including weekends and emergency situations when necessary.
- Ability and willingness to travel throughout the Borough.
- Familiarity with the Aleutian Islands and/or rural Alaska preferred.

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 both indoor and outdoor environments throughout the Aleutians East Borough. The position will primarily be based out of the Anchorage Borough office and requires travel to Borough facilities and communities.

The position involves frequent interaction with employees, school personnel, contractors, vendors, administrators, and community members through in-person communication, email, and cellphone.

Supervisory Control/Responsibilities

The Maintenance Director reports to the Borough Mayor and/or Borough Administration and may provide direction and supervision to maintenance personnel, temporary employees, contractors, and other workers as assigned.

Compensation and Benefits

This is an exempt, regular full-time position. The salary range is from \$75,000–\$85,000 per year, depending on experience, licenses, certifications, and qualifications.

Benefits for permanent employees include customary AEB benefits such as:

- PERS retirement;
- Health coverage for the employee, with family coverage available at the employee's expense;
- Paid holidays;
- Paid vacation/sick leave;
- Workers' compensation; and
- Deferred income/retirement benefit option.

The Borough does not participate in Social Security deductions.

APPROVED:

Anne Bailey

 Borough Administrator

10/2/2026

 Date