

Opening Date: January 4, 2016

Closing Date: Until filled

Position:

## Housing Laborer- Temporary

Reports to:

Housing Manager

Salary/Wage:

Grade E; \$22.69-\$24.55/hr

Department:

Facilities

Hours:

8:30-5:00, Mon-Fri; may work outside the normal work schedule

Location:

Samuel Simmonds Memorial Hospital

### **Brief Summary:**

Perform manual labor in support of the Housing Department and assist the Housing Manager in maintaining all Arctic Slope Native Association (ASNA) housing units.

### **Qualifications:**

High School diploma or general education degree (GED).

Three years of relevant experience and/or training.

Valid Alaska Driver's License.

HAZMAT certification preferred.

### **Desired Knowledge, Skills and Abilities:**

Knowledge of weatherization requirements

Carpentry and PPE skills/training

Knowledge of hazardous materials and principles of proper handling.

Proficient skills in the use of computers and modern office procedures.

Good oral and written communication skills, mathematical skills, organizational and problem-solving skills.

Ability to regularly lift or move up to 50 pounds

Ability to establish and maintain good working relationship with co-workers, service providers, and patients.

Ability to drive vehicles safely and courteously.

Ability to work in cross-cultural environment.

Ability to work flexible hours and on Saturdays and on call.

Ability to provide courteous treatment of and assistance to visitors.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217

*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

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