

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date: February 15, 2017

Closing Date: Until Filled

Position:

Reports to: Facilities Supervisor

MAINTENANCE**LABORER I**

Salary/Wage: \$20.63-\$22.31/HR DOE

Department: Facilities

Hours: Varies based on schedule; 8am-5pm

Location: ASNA

Brief Summary:

Perform manual labor in support of the Facilities and Housing Departments. Assists trade mechanics on projects, Preventative Maintenance work orders, routine work, new installations, and cleanup.

Qualifications:

High school diploma or general education degree (GED).

Valid Alaska Driver's License.

Desired Knowledge, Skills and Abilities:

Ability to safely operate and maintain equipment used in skilled trades, power and hand tools etc.

Ability to read, write and communicate includes both verbal and written communication skills.

Ability to follow oral and written directions involving multiple task assignments.

Mathematical skills required ability to add, subtract, multiply and divide.

Ability to establish and maintain effective working relationships with other employees and the general public. Treat employees and general public courteously and respectfully.

Ability to respond promptly to customers' needs.

Ability to adapt to changing work priorities delays or unexpected events.

Ability to calmly manage difficult or emotional situations.

Ability to work alone and in teams with little or no supervision.

Is consistently at work and on time.

Ability to maintain confidentiality.

Support ASNA's mission and goals; follow all policies and procedures.

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.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.