# JOB ANNOUNCEMENT

December 2022  
**Positions:** MAINTENANCE HANDYMAN  
**Communities:** Atka, False Pass, Sand Point, and St. Paul Island  
**Posting Ends:** Open until filled

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**JOB DESCRIPTION**

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<th>Maintenance Handyman</th>
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**POSITION SUMMARY**

This is skilled work with knowledge in multiple construction/maintenance trades. Work involves performing various skilled and semi-skilled tasks in the repair and maintenance of equipment and buildings. Work involves a proficiency in several trades, with working conditions and the degree of supervision exercised differing according to maintenance tasks. Work requires exercising technical independence in determining work methods and procedures. Maintenance tasks are received orally or through written instructions which may be accompanied by plans, sketches, or diagrams.

**ESSENTIAL FUNCTIONS**

- Conducts reporting with PM&C Director by phone, email
- Coordinates appropriate/required inspections, ensuring procedures and materials comply with specifications, ensuring timelines, conformance with all maintenance requirements and quality workmanship
- Participates in painting, glazing, plumbing, carpentry and electrical repairs to buildings and equipment
- Cleans, services, and makes repairs to a wide variety of heating, ventilating, and related equipment
- Makes repairs to all types of roofing, cabinets, floors, windows, footings, sidings, and does other related carpentry work and makes general structural repairs
- Keep inventory of supplies, materials, tools, and equipment in a clean and organized manner. Inspect goods upon delivery to ensure the standards of quality are met, the appropriate quantity has been received, and materials match the list or requisition
- Possess the character, integrity, and skill to represent AHA to the highest professional standards
- Ability to lift 75 pounds
- Execute all other reasonable duties as assigned by the PM&C Director or their designee
- Coordinates and communicates with Resident Manager or their designee, if applicable
- Performs building and grounds inspection using provided checklist as requested

**KNOWLEDGE AND SKILLS**

- Knowledge of and demonstrated skill in residential construction principles, practices and techniques to include electrical, plumbing, heating, and standard practices related to general building maintenance
- Skill in reading and interpreting plans or sketches and specifications for improvement or alteration of buildings and equipment
• Ability to make accurate estimates of time and materials required for repairs and maintenance work
• Skill in the use and care of tools and equipment employed in the building, electrical, and mechanical trades
• Strong organizational and record keeping skills
• Skill in using personal computers/software relevant to the position held

EDUCATION AND EXPERIENCE
• Four years of experience in the construction or maintenance of building, electrical, carpentry, plumbing or mechanical trades work
• Graduation from high school or any equivalent combination of experience and training

WORKING CONDITIONS
This position requires the ability to conduct all phases of actual maintenance in the field as well as have the capacity to lift 75lbs. Live and work in remote locations for extended periods of time and work outside in differing environmental conditions.

OTHER REQUIREMENTS:
• A current printout from DMV of employees’ driving record and Alaska Driver’s License is mandatory if employee is required to hold a driver’s license for the particular job
• Participation in continuing education and training both provided by the Aleutian Housing Authority (AHA) and not provided by AHA, whenever possible
• AHA is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required prior to hiring and other screening may be performed during employment per AHAs’ policies
• This position requires the ability to conduct all phases of actual maintenance and repairs in the field

GENERAL
The preceding job description is designed to indicate the general nature and level of work performed by an employee 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 this job. Aleutian Housing Authority reserves the right to revise this job description at any time. This job description is not a contract for employment. By signing this document the employee acknowledges that they fully understand that Aleutian Housing Authority is an “at will” employer, and therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

Please email kennedy.serr@ahaak.org your application/resume. AHA’s employment application is available on our website at http://www.ahaak.org/Jobs.html