



JOB ANNOUNCEMENT

Requisition # 10-01-02

Posting Effective: 7-5-2010

Application Review Date: 7-15-2010

Job Title: Maintenance Supervisor

Location: Glennallen, AK

Reports to: Admin/Shareholder Relations Supervisor

FLSA Status: Exempt

To Apply: submit application or resume to ahtnajobs@ahtna.net or fax application to 907-868-8268. Applications can be downloaded at www.ahtnajobs.com

Summary:

The Maintenance Supervisor coordinates and supervises the work of the maintenance department in the general maintenance and the upkeep of buildings, grounds and equipment. This position is responsible for maintaining electrical, plumbing, mechanical, and related systems. The Maintenance Supervisor also performs the work of the maintenance person

Essential Duties & Responsibilities:

- Provide supervision to the Maintenance Assistant and Custodian
- Coordinates and assigns work for the maintenance department
- Prepare the annual Maintenance budget
- Inspects work for completeness
- Determines material, equipment and supplies to be used. Transfers equipment and personnel to one project to another as necessary
- Coordinates, installs, inspects, repairs and maintains the electrical, plumbing, mechanical and other related systems
- Coordinates, inspects, operates and maintains the heating, cooling and ventilation systems
- Does general repairs such as (but not limited to); painting, patching walls, security hardware, hanging shelves and landscaping
- Coordinates renovations of existing facilities, and the construction of new facilities
- Coordinates and inspects major contract work on the electrical, plumbing, mechanical and other related systems
- Responsible for snow removal
- Responsible general maintenance of company vehicles

Ahtna Incorporated
406 W. Fireweed Lane, Suite 101
Anchorage, Alaska 99503

(Revised: July 2010)

- Assists with Ahtna events such as the Annual Meeting
- Ensures work environment and premises are safe. Observe safety procedures and report potentially unsafe conditions

Minimum Qualifications: These are the minimum qualifications to be considered for this position.

- A minimum of five (5) years of progressively responsible maintenance experience that demonstrates ability to meet core competency requirements
 - Eighteen months of training beyond high school in general maintenance and repair required
 - Two years of experience in general maintenance responsibilities that include the ability to recognize electrical, plumbing and mechanical malfunctions and/or equipment failures
- High School Diploma, or equivalent, required
- Valid Drivers License
- Experience and knowledge of Alaska Native cultures preferred

Core Competencies:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events
- **Attendance/Punctuality** - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- **Change Management** – Develops workable implementation plans, communicates changes effectively, builds commitment, overcomes resistance, prepares and supports those affected by change, monitors transition and evaluates results
- **Cost Conscious** - Works within approved budget, develops and implements cost saving measures, contributes to profits and revenue, conserves organizational resources
- **Delegation** – The individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities
- **Dependability** - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan
- **Ethics** - Treats people with respect; keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions. Works well under pressure
- **Management and Leadership Skills** – The individual includes staff in planning, decision-making, facilitating and process improvement, makes self available to staff, provides regular performance feedback, inspires respect and trust, mobilizes others to fulfill the vision, exhibits confidence in self and others, accepts and integrates feedback from others, and provides strategic feedback as needed to the Core Management Team
- **Oral and Written Communication** – The individual speaks clearly and persuasively in positive and negative situations, listens and gets clarification, responds well to questions, participates in meetings, prepares and delivers written reports, conducts meetings and negotiates with employees, subcontractors and clients. Gives full attention to what other people are saying, taking time to understand the points being made, asking

questions as appropriate, and not interrupting at inappropriate times. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action policies and respects diversity
- **Planning/Organizing** – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks, develops realistic action plans, has ability to manage multiple priorities and projects simultaneously, has ability to work long hours and weekends to meet a deadline, can work on short-term assignments with tight deadlines while managing multiple tasks and projects
- **Problem Solving** – The individual identifies and resolves problems in a timely manner and gathers, analyzes and interprets both financial and general business information skillfully. The individual understands the implications of new information for both current and future problem-solving and decision-making. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions or behaviors and uses equipment and materials properly
- **Teamwork** - Focuses on solving conflict, maintains confidentiality, keeps emotions under control, tries new things, balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, and puts success of team above own interests