



JOB DESCRIPTION

Job Title:	Maintenance Supervisor
Salary:	Depends on Experience
Schedule:	40 Hours Per Week
Department:	Administration
Location:	Glennallen, AK
Reports To:	Admin/Shareholder Relations Supervisor
FLSA Status:	Exempt
Job #	10-01-02

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 AND ACCOUNTABILITIES Include the following. Other duties may be assigned.

- 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.

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

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications 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.

- A High School Diploma or GED equivalent required.
- Eighteen months of training beyond high school in general maintenance and repair.
- A valid Alaska Drivers License required.
- Two years of experience in general maintenance responsibilities that would include, the ability to recognize electrical, plumbing and mechanical malfunctions or equipment failures.
- Ability to meet and deal tactfully with fellow employees and other contractors/vendors.
- Ability to install, inspect, repair, and maintain the electrical, plumbing, and other related systems.
- Ability to perform various clean up and maintenance tasks as needed.
- Ability to inspect, operate and maintain the heating, ventilation, and boiler systems.
- Ability to understand complex written and oral instructions.
- Thorough knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

Physical Demands / Work Environment:

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception, and the ability to adjust focus); walking; bending, pushing, pulling, and standing for up to 4 hours; occasional lifting of up to 25 pounds. Work performed in a professional office setting utilizing telephone, computer and other office equipment. Moderate travel required to shareholder communities, subsidiary offices and other locations as needed.

This position description identifies only the major functions and responsibilities of this job. It does not include all aspects of the position, or additional duties that may be assigned by a

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supervisor or manager. Please note there also may be a requirement to help others complete special projects and other work for the company's overall benefit.

Preference will be given to shareholders, descendants and/or shareholder spouses.

Pre-employment Drug Testing Information

Ahtna Incorporated requires pre-employment drug testing utilizing urinalysis collection. A positive drug test makes you ineligible for employment with Ahtna, Inc. and its subsidiaries.