**Maintenance Tech 1**

**Organization Relationships:**

The Maintenance Tech 1 works under the supervision and direction of the General Manager. The Maintenance Tech 1 assists and works in conjunction with other management and administrative personnel.

Temporary Position: April 1, 2022 through September 30, 2022

Hours of Work: 40 hours per week, Monday – Friday 8 AM to 4 PM

**Job Overview:**

The Maintenance Tech is responsible for general maintenance and repairs on all residential and commercial properties, including the Sunnahae Hotel & Cabins, main office and Shaan Seet trailer court, as directed. General maintenance includes: basic carpentry repairs and projects, painting, basic plumbing, basic utility maintenance and grounds keeping as directed. The Maintenance Tech 1 is responsible to notify management of repairs or maintenance required on all advanced mechanical systems including, plumbing, electrical and heating/cooling systems.

This position requires a complete commitment to confidentiality as personal information on tenants will, out of necessity, be made available in the course of this job.

**MAJOR DUTIES & RESPONSIBILITIES**

All properties:

* Perform general maintenance and repairs on all commercial properties, as directed. (See description of General Maintenance above);
* Identify and notify General Manager of necessary repairs or maintenance on advanced mechanical systems, including: plumbing, electrical and heating/cooling systems;
* Grounds keeping; clearing brush and trees;
* Assist with emergency services;
* Install and remove street and other signs.
* Basic utility repair and maintenance.
* Maintain the condition and integrity of utilities on the properties.
* Trailer Park: Assist with trailer move-ins, move-outs.
* False Island: Receive and secure boats and other property in the yard.
* Organize work area to ensure there is limited impact on surrounding areas and the work area is free and clear of excess debris during the course of the project.
* Make sure work area is completely cleaned up when job or project is completed.
* Keep tools and equipment clean and organized at all times.
* Monitor and pick up trash around trailer court dumpsters on a daily or every other day basis, particularly during bear season.
* Other projects as directed.

Requirements & Expectations:

* High School Diploma or GED
* Some vocational training preferred
* Must have reliable transportation and valid AK driver’s license.
* Good comprehension skills: Must read and understand instruction manuals and directions.
* Ability to follow detailed verbal instruction.
* Knowledge of general carpentry and repair.
* Knowledge of proper use and care of hand and power tools, including weed whacker and chain saw.
* Good organizational and time management skills to juggle several jobs and their progress at a time.
* Self-motivated and able to work with minimal supervision.
* Demonstrated Team Player
* Dependable and trustworthy
* Clean background check