Job Description: Maintenance Technician

Position Classification

Non-Exempt, Full-Time Temporary

Position Location

Bristol Bay Housing Authority (BBHA) Dillingham

Organizational Relationship

- Reports directly to the Maintenance & Rehab Foreman.

Position Overview

The Maintenance Technician performs a variety of skilled and semi-skilled maintenance tasks across BBHA's residential housing stock. This position focuses on ensuring that the properties are well-maintained, safe, and welcoming for residents. The technician responds to maintenance requests, conducts inspections and executes repair work, all while collaborating effectively with the maintenance team.

Key Responsibilities

- **General Maintenance:**
    - Performs routine maintenance and rehab tasks on properties, including plumbing, electrical work, HVAC systems, drywall, painting, and carpentry.
- **Work Management:**
    - Respond promptly to maintenance requests from residents, ensuring all work is completed efficiently and to high standards.
    - Document completed work and follow maintenance schedules accurately.
    - Assist other maintenance staff as needed, fostering a collaborative team environment.
    - Participate in team meetings and contribute to a culture of continuous improvement within the maintenance department.

  - Help maintain inventory of tools, equipment, and supplies, ensuring necessary materials are available for maintenance tasks.

- **Emergency Response:**
  - Participate in after-hours emergency call rotation, responding to urgent maintenance issues in a timely manner.
- **Safety:**
  - Adhere to all safety protocols and building codes while conducting maintenance tasks.
  - Maintain a clean and organized work environment in compliance with relevant regulations.

Qualifications

- **Education**: High School Diploma or equivalent required; additional training in maintenance management, construction, or a related field preferred.
- **Experience**: Minimum of one year of experience in building maintenance or construction.

Skills, Knowledge, and Abilities

- Technical knowledge of building maintenance trades, including plumbing, electrical systems, and general repairs.
- Ability to troubleshoot and resolve maintenance issues effectively and efficiently.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Excellent communication skills, with a focus on positive interactions with residents and team members.
- Comfortable performing physically demanding work.
- **Personal Attributes**:
  - Committed to addressing the unique housing needs of the Tribal community.

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- Dependable, self-motivated, and proactive in addressing department needs.
- Strong work ethic, problem solving and decision-making capabilities.
- Positive attitude and willingness to work collaboratively as part of a team.
- Commitment to delivering high-quality service and resident satisfaction.

Physical Requirements

- Ability to physically walk, climb, and travel to construction sites, including in remote communities.
- Ability to work in various weather conditions.
- Required to stand, walk, talk and use hands repetitively to operate construction tools and other equipment is required.
- Regularly required to lift up to 75 pounds.
- Ability to work at heights safely.

Working Conditions

- This position is performed at a variety of construction sites both indoors and outdoors.
- This position involves exposure to chemicals, noise, dust, and other construction-related hazards.
- This position may require travel to various tribal communities.
- Must be able and willing to travel in small, unpressurized aircraft to travel to construction or other work sites within Bristol Bay villages.

Application Process

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience as related to the Maintenance Technician role.

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This job description outlines the essential functions and expectations for the Maintenance Technician position, focusing on effective planning, direction, and coordination of all development activities and ensuring project maintenance requirements are met.

Indian Preference in Hiring under PL 93-639