



## EASTERN ALEUTIAN TRIBES

3380 C Street, Suite 100  
Anchorage, Alaska 99503  
Telephone (907) 277-1440  
Fax (907) 277-1446  
www.eatribes.org

### **RECRUITMENT BULLETIN**

**POSITION:** Building Maintenance  
**PROGRAM:** Operations  
**FLSA:** Non-Exempt/Benefited  
**POSTED ON:** 08/10/2011

**LOCATION:** King Cove  
**SALARY:** DOE  
**FT/PT/INT:** Part Time  
**CLOSING DATE:** Open Until Filled

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#### **PURPOSE OF POSITION:**

Under limited supervision, responsible for routine maintenance and repairs throughout the facility, reporting directly to the Clinic Manager.

#### **MINIMUM QUALIFICATIONS:**

High school diploma or GED. Certification in Building Maintenance preferred. HVAC Certified preferred.

Knowledge of clinic policies and procedures. Knowledge of electrical and boiler systems, also general building and car maintenance. Knowledge of building maintenance concepts, plumbing and electrical wiring. Knowledge of cleaning standards, methods, and materials. Knowledge of common safety codes, hazards and precautions to establish a safe work environment. Skill in using precision tools. Skill in operating cleaning equipment. Skill in numerical calculations. Skill in manual and finger dexterity. Skill in repairing equipment and remodeling work areas. Ability to interpret and follow instructions. Ability to prepare written reports. Ability to accomplish a task in a timely manner. Ability to establish and maintain effective working relations with staff. Ability to communicate clearly.

#### **FOR MORE INFORMATION OR TO APPLY:**

For a full position description, please contact Human Resources @ (907) 564-2506 Interested candidates should submit a resume/CV **AND** a completed EAT employment application to:

Eastern Aleutian Tribes  
ATTN: Human Resources  
3380 C Street, Suite 100  
Anchorage, Alaska 99503

**Or**

Fax to: (907) 277-1446  
ATTN: Human Resources

#### **NATIVE PREFERENCE:**

Federal law (P. L. 93-638) allows Alaska Native/American Indian Preference in hiring for all positions at Eastern Aleutian Tribes.