

Sitka Tribe of Alaska
Job Description
Temporary Carpenter/Maintenance Worker

Exempt: No
Shift: Full Time/Temporary
Reports to: Maintenance Specialist
Prepared By: Deputy General Manager

Wage: \$20-25 per hour
Department: Administration
Approved By: General Manager
Date: October 2018

I. SUMMARY

This position is a temporary full-time position. This position is responsible for assisting the Maintenance Supervisor with all construction and maintenance related work for the Sitka Tribe of Alaska (STA) buildings. This position must be willing and able to work early mornings, weekends, evenings, some holidays, and be available on-call. Work will be indoors and out.

II. ESSENTIAL DUTIES

- Assist the facility maintenance specialist in variety of construction-related projects
- Study specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required
- Complete building repairs, i.e. framing walls, hanging dry wall, laying flooring, and carpet tiles
- Build offices, framing window, framing doors,
- Ensure all major systems are in good working order; i.e., boilers, bathroom facilities, kitchen appliances, and other systems in each facility
- Ensure all building equipment is in excellent working condition and stored properly; repair or arrange for repair
- Assemble furniture, cabinets, shelves and other items and install them where designated
- Document in writing building problems, essential repairs and report to supervisor

C. MEETINGS AND OTHER

- Other duties as assigned

III. MINIMUM REQUIREMENTS

A. EDUCATION

- High School Diploma or GED and 4 years' experience in maintenance and/or carpentry
- Alaska Driver License with a clean driving record

B. SKILLS, EXPERIENCE, AND ABILITIES

- Ability to take measurements and calculate the size and amount of material needed
- Experience operating power and hand tools and equipment; ability to shape or cut materials to specified measurements, using hand tools, machines, or power saws
- Experience with building aesthetics, including painting, staining, landscaping,
- Install structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools.
- Ability to lift and carry 50 pounds on regular basis
- Ability to operate cleaning equipment as necessary
- Ability to work with public and other staff in a professional and courteous manner

- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

C. CRIMINAL HISTORY

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

D. DRUG AND ALCOHOL-FREE WORKPLACE

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug use unlawfully or under the influence of alcohol.

IV. NATIVE PREFERENCE

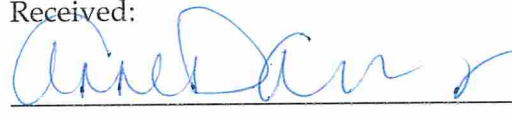
Tribal preference in hiring applies as outlined in the STA hiring Policy and Procedure and the STA Employee Handbook.

Approved:



Lisa Gassman, General Manager

Received:



Anne Davis, Deputy General Manager