



Bering Straits Regional Housing Authority

PO Box 995, Nome, Alaska 99762 (907) 443-5256-Office (907) 443-8652-Fax

RECRUITMENT BULLETIN

JOB TITLE:	Maintenance Repairer	SALARY:	\$25.00/hr (+DOE)
JOB STATUS:	Non-Exempt	REPORTS TO:	Maintenance Manager
POSTING DATE:	January 12, 2023	CLOSING DATE:	Open Until Filled

POSITION SUMMARY:

Under general supervision and reporting to the Maintenance Manager, the Maintenance Repairer is responsible for the maintenance and repair of buildings, grounds and equipment within the properties of a housing authority. Incumbents have considerable leeway in making independent decisions on procedures to be followed in completing tasks and promoting preventive maintenance throughout the Nome program buildings. This individual will ensure that the work activities follow established policies and procedures.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Respond to tenant needs as related to their living area and each system thereof.
- Physically inspect any concerns or system failures and explain the solution and time frame needed for repair.
- Apartment turning. After a tenant move-out, complete work orders to turn the unit promptly. Develop a list of materials items needed that are not on hand.
- Cleaning maintenance shop, organizing tools, materials, appliances and equipment as needed. Attending meetings, assisting with file storage, office renovations and moves.
- Shoveling and snow/ice removal as needed at all BSRHA locations.
- Assist with preventive maintenance on heating systems in all buildings, including replacing fuel filters, burner nozzles, electrodes and any other worn or unserviceable parts.
- Must be able to perform work duties on time.
- Use tools ranging from standard hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, that building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary.
- Assemble, install, or repair wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment.
- Clean or lubricate shafts, bearings, gears, or other parts of machinery.
- Adjust functional parts of devices or control instruments using hand tools, levels, plumb bobs, or straightedges.
- Repair or replace defective equipment parts using hand and power tools and reassemble equipment.
- Record the type of maintenance or repair work.
- Maintain and repair specialized equipment and machinery found in laundries or offices.
- Dismantle devices to access and remove defective parts using hoists, cranes, hand tools, and power tools.
- Align and balance new equipment after installation.
- Paint or repair roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
- Inspect used parts to determine changes in dimensional requirements using rules, calipers, micrometers, or other measuring instruments.
- Provide groundskeeping services, such as landscaping and snow removal.
- Perform general cleaning of buildings or properties.
- Fabricate or repair counters, benches, partitions, or other wooden structures, such as sheds or outbuildings.

- Install equipment to improve the energy or operational efficiency of residential or commercial buildings.
- Perform routine maintenance on boilers, such as replacing burners or hoses, installing replacement parts, or reinforcing structural weaknesses to ensure optimal boiler efficiency.
- Position, attach, or blow insulating materials to prevent energy losses from buildings, pipes, or other structures or objects
- Respond to fire alarm(s) to assess and assist as needed.
- Observe BSRHA safety rules, regulations, policies, and procedures.
- Maintain complete confidentiality of all information gained through professional and client interactions.
- Coordinate special projects as assigned by the Maintenance Manager, Construction Manager and/or President/CEO.
- Performs other duties as assigned or required. Where other duties comply with any CBA restriction and match the employee's skills, know-how or ability to learn, other duties might include such tasks as: vehicle maintenance, test and treat water supply, laying brick to repair or maintain buildings, walls, arches or other structures, work with boilers using tools such as levels, plumb bobs, hammers, torches, or hand-tools; welding.

EDUCATION AND EXPERIENCE:

- High school diploma or GED.
- Minimum of four (4) years of related experience in maintenance repair.
- Four (4) years of experience in property management or a similar setting.
- Valid Alaska Driver's License that meets BSRHA insurability criteria.

KNOWLEDGE AND SKILLS:

- Plumbing, electrical, carpentry, and general maintenance experience. Able to read blueprints, and schematics and utilize computers for communication and minor data input. Superior organizational and communication skills.
- Excellent interpersonal skills demonstrated positive customer service skills, ability to relate to people of varying ages and backgrounds and to respond tactfully and courteously to public inquiries, complaints, requests for information and assistance.
- Skill in organizing resources, establishing priorities and meeting deadlines.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather data, to compile information and prepare reports.
- Ability to remain calm and composed when dealing with distraught people.

PHYSICAL REQUIREMENTS:

Must lift 70 lbs, have a driver's license and work alone to complete jobs. The employee will be required to sit, stand, bend, walk, climb stairs, kneel and drive to perform the essential functions of this job successfully.

WORKING CONDITIONS:

This position primarily works indoors and outdoors depending on the maintenance needs of the buildings being managed with some travel required to regional sites served by BSRHA.

This job description is designed to indicate the general nature and level of work performed by an employee within this job category. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for an employee assigned to this job. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

This job description is not an employment contract. BSRHA is an Equal Opportunity Employer. Preference in selecting qualified candidates will be provided to Alaska Native/American Indian candidates per applicable law.