**Safe & Fear-Free Environment, Inc.**



**Post Office Box 94 - Dillingham, Alaska 99576**

WC: 8864

**(Office) 907-842-2320, (Fax) 907-842-2198**

[www.safebristolbay.org](http://www.safebristolbay.org)

**POSITION TITLE:** **Maintenance Manager** Regular 40/hrs./wk.

**PAY/DOE:** Range 5 ($19.36/hr – 26.80/hr.) **9-month position**

**PURPOSE OF JOB:** Implementation of work assignments and duties under the supervision of the the Business Manager for safety and security of the SAFE shelter facility including maintenance and operations of the physical plant, building and grounds.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.

**Job knowledge absolutely required before entering the job**

* High school diploma or equivalent.
* Ability to work with people from various socio/ethnic/cultural backgrounds.
* Valid Alaska Driver’s License.
* Ability to read, interpret and follow equipment manuals and instructions.
* Ability to read, interpret, abide by and document required procurement procedures, facility inspections, and health, safety and security operations.
* Must be a responsible individual of reputable character who is known to exercise sound judgment, maintain confidentiality, cope with stress and crisis situations in a calm manner and who models non-violent behavior and freedom from substance abuse
* Certification in 1st Aid/CPR.

Preferred:

* At least two years of progressively responsible work in repair and maintenance of residential and commercial buildings
* Licensure and/or certification in carpentry, mechanical or related facility maintenance field.

**ESSENTIAL JOB RESULTS**

**Maintains essential life, health and safety standards for shelter and facility by:**

* Implementing maintenance and monitoring of building safety and security equipment and procedures including conducting and documenting routine health, safety and security drills/checks and maintenance of required equipment (fire extinguishers, security lighting, etc.)
* Following through and completing Facility Log/Work Order assignments for basic maintenance and repair inside and outside of facility including but not limited to: routine building repairs; small construction projects; equipment installation and maintenance; painting; grounds keeping; gardening; composting and recycling
* Establishing and maintaining a schedule for routine care and maintenance for all SAFE vehicles. Assuring that vehicles are in good working conditions, are equipped with essential tools and seasonal gear and that all required documentations is on board at all times.
* Assuring that all emergency and general building exits are functioning and free from obstructions at all times including snow and ice removal, spreading sand or gravel, and clearing eaves and overhanging obstacles
* Assisting in maintenance of all Facility logs as needed

**Assures efficient procurement, inventory, storage and access to essential items by**

* Providing/assisting with routine expediting including pickup and delivery of mail, air freight, donated items, etc.
* Stocking, storage and maintenance of essential program and building supplies
* Assuring that common use bathrooms and kitchen areas are fully stocked with 1st aid kits, safety equipment, essential personal hygiene, paper products, trash can liners, and cleaning supplies.
* Stocking, storage and maintenance of container vans and transfer of seasonal supplies or equipment

**Increases effective use of resources and support of traditional and cultural values by** assisting in the harvesting, processing, distribution and storage of subsistence caught and/or donated wild game, fish and other indigenous foods including setting nets and picking, cleaning and transporting fish; maintaining the smoke house, canning, butchering and processing equipment; and harvesting berries and other useful or edible flora.

 **Contributes to the team effort and maintains continuous quality improvement by** welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results; and being active in self-directed learning and professional growth.

**Protects program integrity and confidentiality by** adhering to allconfidentiality requirements including but not limited to S.A.F.E.’s internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

**WORKING CONDITIONS:** Fast paced office with moderate noise. Frequent, unscheduled interruptions and jobs requiring hard physical labor. Often required to work outside of building to perform duties in inclement weather. Periodic exposure to situations where an individual is a danger to themselves or others. Exposure to loud noise and injury risk from power tools and other equipment. Occasional exposure to hazardous conditions (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

**MACHINES AND EQUIPMENT USED:** All standard office equipment (FAX machine, computers, copier, telephone, etc.), basic carpentry and repair tools, ladders, step stools and other access equipment, basic power tools and machinery required for maintenance and operations of building and grounds.

**PHYSICAL REQUIREMENTS:** Ability to walk, sit, hear, speak, climb stairs, stoop, reach, use hands, lift up to 70 lbs, use close vision, operate power and basic carpentry tools, read and write English, operate a motor vehicle.

**RELATIONSHIP WITH OTHER PEOPLE:** Cooperates and Interacts with all SAFE staff and volunteers and community service agencies with dignity and tact. Will not engage in intimate relationships with a person or the intimate partner of a person seeking or receiving services from SAFE. Models nonviolent behavior and freedom from substance abuse.

**SUPERVISED BY:** Facility Manager in coordination with the Shelter Manager for maintenance related duties

**POSITIONS SUPERVISED**: May occasionally supervise day or casual labor.

**BACKGROUND CHECK:** Position requires applicant to be fingerprinted and submit a national FBI/State of Alaska criminal background check.

SAFE is an Equal Opportunity Employer.

Alaska Natives, persons who are multi or bi-lingual and survivors of

Domestic violence, child abuse, or sexual assaults are encouraged to apply.

**All EMPLOYMENT WITH S.A.F.E. IS AT WILL. S.A.F.E. RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT**

Revised: 9/5/12/06/29/2021