

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

POSITION TITLE: Village Facilities Worker

OBJECTIVE: Provides general maintenance and labor related to BBNA's facilities operations.

QUALIFICATIONS: Job qualifications are stated below as Essential Job Results. The Essential Job Results are what the employee must be able to accomplish in order to be competent in the job. Candidates must demonstrate their ability to accomplish these results. **Required.** Valid Alaska Driver's License and insurable under company policy. Flexibility to work outside of normal schedule for conditions caused by weather (i.e. snow clearance) and basic janitorial services. Willing to occasionally travel to Dillingham. Skills to assist with minor carpentry and mechanical tasks. **Essential Physical abilities:** lifting, extensive walking, getting in and out of vehicles and moving large amounts of freight from carriers. **Preferred skills:** Some computer word processing experience. Prior machinery operating experience. Familiarity with Bristol Bay area, people, and cultures.

ESSENTIAL JOB RESULTS

Provide support to BBNA's village facilities.

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- Completing daily inspections inside and outside the facilities
- Help build strong relationships with community partners.
- Helping to create and monitor facilities schedules, such as fuel delivers.
- Facilitate transportation between BBNA traveling staff and facilities.
- Monitor current weather conditions to ensure the safety of incoming staff.

Provide a wide variety of physical tasks related to keeping facilities operations running smoothly.

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Some but not all examples are:

- Clearing entrance ways of snow during winter months.
- Being on call and available when needed to report earlier than normal working hours and possibly week-ends when snow removal is required.
- Checking all exits on a regular basis to make sure they are clear of snow and functioning at all times.
- Keeping entries and walkways clear of ice, using salt as needed.
- Making sure water is directed away from the building during spring runoff, and channel as necessary.
- Assisting in moving heavy objects and setting up new office supplies and equipment if needed.
- Making dump runs as needed.
- Assisting staff when monthly fire drills are conducted.

- Making pick-ups and deliveries at the Airport as needed and occasionally purchases from local vendors.

Ensure compliance with all regulatory codes

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- Completing on line courses to obtain a drinking water certification from the State of Alaska Dept. of Environment Conservation, Division of Environment Health Drinking Water Program.
- Understanding performance specifications set forth by manufacturer’s recommendations.
- Understanding the influence of seasonal climate changes

Keeps Management Informed

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- Preparing a monthly report of activity for the Facilities Manager
- Continue and /maintain any required record keeping or data entry on computer.

Protect program integrity and client privacy

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- Agreeing to BBNA’s policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Contribute to the overall team effort

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- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

Part-Time (4 hour work day)- Seasonal (Sept 1 – May 31)

WAGE: \$20.50 – 25.68 \$39,975 – 50,076

REPORTS TO: Assistant Facilities Manager

DUTY STATION: New Stuyahok, Togiak

_____	_____
Employee Acknowledgement	Date
_____	_____
Supervisor	Date
_____	_____
Human Resources Director	Date
	Date