



Center for Alaskan Coastal Studies
Position Job Description: Facilities Maintenance Technician

POSITION OVERVIEW:

This is a part-time maintenance position responsible for performing routine building maintenance tasks. Performance of building maintenance tasks in one or more fields (e.g. carpentry; electrical; heating, plumbing, etc.) at each of our four facilities. Perform other tasks as assigned. Estimated 20 hours per week. Must be willing to spend at least one day across Kachemak Bay at our Peterson Bay Field Station – additional projects/time may be required depending on facility needs.

GENERAL DUTIES:

1. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
2. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
3. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, replacing drain hoses on washers and similar devices, etc.).
4. Performs minor painting, and carpentry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
5. Prepares the surfaces and paints various structures and equipment (e.g. walls, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
6. Order parts and maintain required documents.
7. Performs other work related duties as assigned.
8. Must be able to work flexible hours.

PLEASE NOTE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job.

PREFERRED QUALIFICATIONS:

1. Two years working experience in facility maintenance.
2. Basic understanding of electrical, plumbing and carpentry.
3. Experience with boats and the ability to drive a boat a plus.

Send a cover letter and resume to jobs@akcoastalstudies.org or drop off at the CACS Headquarters at 708 Smokey Bay Way. Open until filled. Call 235-6756 with any questions.

Position available runs from June 13 – September 30, 2018. \$18-20 per hour DOE

