Sitka Tribe of Alaska

Job Description

FACILITIES MAINTENANCE TECHNICIAN

Exempt:	No	**Grade:** 11 ($34.29-$38.76)
Department:	Administration	**Hours:** 8:00 am- 4:30 pm
Reports to:	Maintenance Foreman	**Effective Date:** July 23, 2026
Prepared by:	Human Resources Manager	**Approved by:** General Manager

I. SUMMARY

The Facilities Maintenance Technician is responsible for assisting the Maintenance Foreman with the daily, weekly, and annual maintenance of Sitka Tribe of Alaska (STA) buildings, including STA Tribal Headquarters, Healing House, Cultural Education Center, Sitka Tribal Enterprises, and the Community House.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position reports to the Maintenance Foreman and has no supervisory authority

B. Assist Maintenance Foreman to:

- Develop, implement, and maintain a comprehensive preventive maintenance program for all Tribal buildings and grounds
- Conduct routine inspections to identify safety hazards, maintenance deficiencies, and repair needs. Prioritize corrective actions, maintain detailed repair and preventive maintenance records; ensure repairs are completed in a timely manner
- Coordinate and schedule annual fire alarm inspections with the Fire Marshal and ensure all required inspections are completed and documented
- Plan, coordinate, and conduct routine fire drills in accordance with safety regulations
- Inspect Automated External Defibrillators (AEDs) monthly to verify they are operational, properly maintained, and fully stocked with required supplies, and coordinate any necessary maintenance or replacement
- Schedule and track required fire extinguisher inspections and maintain inspection records for all fire extinguishers
- Ensure all building systems and equipment, including boilers, plumbing fixtures, kitchen appliances, HVAC systems, and other facility equipment, are properly maintained, operational, and repaired or scheduled for repair as needed

- Maintain a directory of qualified repair contractors and service providers, document maintenance issues and repair needs; communicate findings to the Maintenance Foreman; and coordinate repairs as directed
- Perform snow and ice removal to keep STA facilities, sidewalks, stairs, roadways, parking areas, and designated public transit stops safe and accessible by operating plows, snow blowers, shovels, and other equipment
- Perform routine groundskeeping and exterior maintenance, including mowing, trimming, weeding, leaf removal, pressure washing, litter collection, and seasonal landscaping
- Collect and transport recyclable materials to the designated recycling facility on a weekly basis
- Maintain facilities, storage areas, and maintenance spaces in a clean, organized, and clutter-free condition

C. General Duties

- Dress appropriately for the position
- Respond if a building alarm is set off and provide communication with the police, fire department, and/or alarm system company as necessary when the Maintenance Foreman is unavailable
- Attend staff meetings and other meetings as requested by supervisor
- Work the STA all-staff functions such as the Annual Meeting, Picnic, and Children's Holiday Party, etc.
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- High School Diploma or GED

B. Experience

- 3 years of experience operating power and hand tools, building aesthetics, including painting, staining, landscaping, and very light road repair as necessary

C. Additional Requirements:

- Alaska Driver's License with a clean driving record

D. Knowledge, Skills, and Abilities:

- Must be able to and willing to work early mornings, weekends, evenings, some holidays, and be available on call
- Must be able to work outdoors as well as indoors
- Knowledge of maintenance and equipment, including boilers, basic plumbing, and other basic building appliances
- Ability to lift and carry more than 50 pounds on a regular basis
- Ability to operate cleaning equipment as necessary
- Ability to work with the 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)

IV. PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

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

VI. ADDITIONAL

A. Criminal Background Check

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.

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.

B. 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 reasonable suspicion and follow-up drug/and or alcohol testing.