

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Maintenance Foreman

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Experience in supervision of multiple trades operations preferred.
3. General knowledge in most and specific skills in one or more of the following areas: boiler and forced air furnaces; electrical systems and controls; mechanical systems; power generation and distribution; plumbing for water and sewer systems; carpentry.
4. Maintenance related experience in rural Alaska or similar conditions.
5. Supervisory experience preferred.
6. Willingness to travel frequently.
7. Current driver's license.

ESSENTIAL FUNCTIONS:

1. Inspects and performs repairs, hires and supervises maintenance personnel in the above-referenced areas at all district sites.
2. Supervise maintenance staff and creates / maintains daily work schedules.
3. Immediately notifies supervisor of building damage, maintenance and equipment problems, and potential safety and security hazards.
4. Inventories supplies and prepares orders as needed.
5. Available for emergencies, if needed.
6. Receives and transfers supplies and equipment.
7. Participates in in-service and training events.
8. Access SERRC maintenance system and view / update work orders.
9. Handles confidential materials professionally.
10. Performs other duties as assigned.

Reports To: Facilities and Maintenance Director

Salary: \$47,840 / year. or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.