



Yukon Flats School District

P. O. Box 350  
Fort Yukon, AK 99740  
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[www.yukonflats.net](http://www.yukonflats.net)

Arctic Village

Beaver

Chalkyitsik

Circle

Fort Yukon

Venetie

POSITION: Director of Maintenance & Operations

MINIMUM QUALIFICATIONS:

1. B.A. degree or its equivalent.
2. A minimum of three years professional experience.
3. Knowledge of principles and practices of engineering, architecture, construction, principles or personnel management and supervision of construction methods.
4. Ability to offer technical advice on engineering, architectural and construction matters, and the ability to participate effectively in contract negotiations.
5. Minimum of three years successful experience in maintenance training and supervision.
6. Demonstrated successful experience in assessment of needs, long-range planning and successful implementation of plans.
7. Computer literate.
8. Holds an Alaskan Driver's License.
9. Must be neat, prompt, dependable and a self-starter with ability to work independently.

DESIRABLE QUALIFICATIONS

1. B.A. degree with major course emphasis on engineering, architecture, construction management or a closely related field.
2. Demonstrated successful experience and knowledge working with bilingual and bicultural populations in Alaska.

## JOB RESPONSIBILITIES

1. Conduct on-going needs assessment
2. Develops long and short-range plans inclusive of goals, objectives and activities.
3. Provides technical assistance and training to maintenance staff.
4. Assists the district in achieving its goals for development of functional attractive school facilities, which will meet the changing educational and community requirements.
  - a. Additions, renovations and upgrading facilities equipment and grounds in coordination with the facilities coordinator.
  - b. Maintenance of facilities, equipment, grounds, vehicles etc.
  - c. Supervises custodial services in coordination with principal or principal/teacher.
  - d. Maintains the schools in un-interrupted and comfortable operations to ensure proper instructional environment for students, staff and community members.
5. Maintains required records (cost control, costs statistics, time keeping, planned programs costs, preventive maintenance, data cards, work orders, etc).
6. Purchases, stores and accounts for use of fuel oil.
7. Maintains a current inventory of supplies and repairs of each site.
8. Assumes other position related duties, as prescribed by the Superintendent of Schools.

POSTED: SEPTEMBER 17, 2020

DEADLINE: OCTOBER 2, 2020

SALARY: CONTRACT AGREEMENT