



# North Slope Borough School District

## Vacancy Information

**Location/Site:** Eben Hopson Middle School – Utqiagvik ,Alaska

**Posted Date:** 09.18.2025

**Closing Date:** Until filled

*This position may be required to complete a pre-employment physical examination and drug screening.*

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### Job Description Information

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|------------------------|-------------------------------|--------------------------|-----------------|
| <b>Position:</b>       | Maintenance I /Custodian (SY) |                          |                 |
| <b>Reports to:</b>     | Plant Manager or as assigned  | <b>Supervisory:</b>      | No              |
| <b>Classification:</b> | Classified                    | <b>Safety Sensitive:</b> | No              |
| <b>Range:</b>          | 13                            | <b>Grade Minimum:</b>    | \$22.24-\$34.37 |
| <b>Work Year:</b>      | School Year                   | <b>FLSA Exempt:</b>      | No              |

Revised 12/24

### Summary or Purpose

Perform a variety of semi-skilled duties with supervision in the cleaning and maintenance of District facilities.

### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience:

Graduate from high school or general education degree.

Three months related experience and/or training.

#### Language Skills:

Read and interpret procedures, policies and regulations, such as safety rules, operating and maintenance instructions, and procedure manuals.

Write routine reports and correspondence.

Effectively present information and respond to questions from supervisor, staff, and public.

#### Preference:

Inupiaq speaking and cultural experience preferred.

#### Mathematical Skills:

Add, subtract two-digit numbers and to multiply and divide using 10's and 100's.

Perform these operations using units of American money and weight measurement, volume, and distance.

#### Reasoning Ability:

Solve practical problems and deal with a variety of non-standard situations.

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations:**

A valid Class D Alaska driver's license may be required.

**Other Skills and Abilities:**

Lift 70 pounds.

**Essential Duties and Responsibilities**

Assist in keeping District facilities in a neat, clean and safe condition as required.

Assist in the maintenance and storage of District property.

Assist in restocking and expediting material within District facilities.

Assist in the implementation of the preventative maintenance program for the District.

Report unauthorized persons and or damages to appropriate authority as required.

Adhere to all District policies and regulations.

Attend District training as required.

Perform such other tasks and assume other responsibilities as the supervisor may assign.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Environmental Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

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**This job description is not an employment agreement between the North Slope Borough School District and the employee; and is subject to change by the District as the needs of the District and requirements of the job change**