



North Slope Borough School District

Vacancy Information

Location/Site: Maintenance & Operations, Utqiagvik, AK

Posted Date: March 23, 2026 **Closing Date:** Until Filled

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

Job Description Information

Position:	Coordinator of Maintenance & Operations		
Reports to:	Director of M&O / Designee	Supervisory:	Yes
Classification:	Classified	Safety Sensitive:	No
Range:	Coordinator Schedule	Grade Minimum:	\$114,335- \$137,226/Annually
Work Year:	260	FLSA Exempt:	Yes

Revised 03/26

Summary or Purpose

The Coordinator of Maintenance and Operations performs a variety of administrative and supervisory tasks associated with the delivery of District services in the areas of facility maintenance. The Coordinator ensures that assigned areas of responsibility are carried out within budget allocations and that effective and efficient use is made of personnel, materials, facilities, and time. The Coordinator uses excellent customer service skills to establish and maintain effective working relationships with other employees, officials, and all members of the general public.

Minimum 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, GED, or equivalent, required.
- Bachelor's degree preferred.
- Minimum 5 years of experience in CIP management or equivalent experience required.
- Minimum 3 years of experience with the public required.
- Three years of work experience with general office computer programs required.
- Minimum five years of data management, record keeping, and budget management required.

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.
- Provide excellent customer service skills to establish and maintain effective working relationships with other employees, officials, and all members of the public.

Mathematical Skills:

- Add, subtract, multiply, and divide.

**THE NORTH SLOPE BOROUGH SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
AND
A DRUG FREE WORKPLACE.**

NSBSD JOB DESCRIPTION

COORDINATOR OF MAINTENANCE & OPERATIONS

- 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:

- Valid Alaska Driver's License required.

Preferred Skills and Abilities:

- Speak the Iñupiaq language
- Experience in diverse cultural environments and/or knowledge of the Iñupiaq language and culture preferred.

Essential Duties and Responsibilities

- Provide leadership and coordination of Maintenance and Operations ("M&O") activities across all NSBSD schools, ensuring efficient and effective oversight of facility operations of Plant Managers.
- Oversee procurement and distribution of supplies, materials, equipment, and furniture, fixtures, and equipment (FF&E) in coordination with Plant Managers.
- Directly oversees all Plant Managers in reference to scheduling, planning, facility issues, required monthly reports, time off requests, and personnel areas of improvement.
- Direct and coordinate itinerant tradesperson services to support routine and preventive maintenance needs throughout all NSBSD schools, ensuring efficient and effective facility operations.
- Assist in the development, planning, and monitoring of each M&O department's annual operating budget.
- Manage and oversee external contracts related to facility certifications, inspections, consulting services, and regulatory compliance.
- Lead the development and implementation of departmental safety programs and staff training initiatives while ensuring proper documentation for audits and inspections.
- Ensure departmental compliance with applicable Borough, State, and Federal regulations, including AHERA, OSHA, and NSB Risk Management standards.
- Oversee the implementation and effective use of the NSBSD computerized maintenance management system (CMMS) across all school operations.
- Serve as a district representative for facility-related initiatives, coordinating with internal departments, contractors, and external stakeholders, where applicable.
- Provide supervision, direction, and operational oversight to Maintenance and Operations staff and supervisors in all NSBSD schools, including Utqiagvik and village locations.
- Prepare operational reports and provide updates and recommendations to the Director and District Administration.
- Lead and coordinate departmental special projects and initiatives as assigned.
- Prepare reports for the Director and administration as requested.
- Attend important project planning, events, and meetings, as necessary.
- Perform other duties as assigned.

**NSBSD JOB DESCRIPTION
COORDINATOR OF MAINTENANCE & OPERATIONS**

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 sit; 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 40 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 is regularly required to travel within and outside of the North Slope Borough School District. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually quiet.

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.

Employee review and agreement

Date