



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800 · Fax (907) 442-2172

POSITION VACANCY ANNOUNCEMENT

TITLE: Journeyman Carpenter – Maintenance, Kotzebue AK

QUALIFICATIONS:

1. High school graduate with post-secondary or formal apprenticeship training.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. A valid Alaska driver’s license.

REPORTS TO: Director of Property Services

JOB GOAL: To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

1. Assumes primary responsibility for the safe condition of flooring, door frames, doors, window frames staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structural elements in the facilities owned by the District.
2. Determines which repair jobs may be performed by carpenters, custodians, and maintenance workers on the staff and which must be performed by outside contracts and advises the Director of Property Services accordingly.
3. Supervises all carpentry repair work performed by District personnel.
4. Supervises the erecting of scaffolding, formation of concrete forms, and leveling of building.
5. Instructs custodians and maintenance workers on the proper use and care of hand tools (such as hammers, saws, chisels, planes), equipment (power saws, drills, rivets, guns), hardware (nails, screws, glue), and materials (lumber, acoustical tiles).
6. Works with the Assistant Director of Property Services in estimating coasts of carpentry repairs projects in terms of labor and materials, also sketches out and does material takeoffs on small carpentry remodeling projects.
7. Recommends supplies and equipment for purchase.
8. Inspects District-owned facilities on a regular basis for purposes of life and health safety.
9. Repairs, refinishes, and replaces cabinets and furniture as required.
10. Travel to and work in village sites required.
11. Performs other duties as assigned by the Director of Property Services.

LENGTH OF POSITION: 7.5 hours per day, 261 days per year

SALARY: Range 23 Step 1, \$39.11 per hour

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board Policy.

APPLICATION PROCEDURES:

District Employees must submit to the Human Resources Department: request for transfer form, list of work experience and letter of recommendation from current supervisor.

Other Applicants must submit the following items to the human resources department: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

**APPLICANTS ALREADY ON FILE MUST SUBMIT
A LETTER EXPRESSING INTEREST IN THE POSITION**

DATE CLOSING.....Open Until Filled

**AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**