



## POSITION AVAILABLE

October 3, 2022

POSITION TITLE: Borough Maintenance Director

CLASSIFICATION: Regular, full-time, exempt position. This position is located in the Borough's Sand Point office.

DUTIES AND RESPONSIBILITIES: Act as the Aleutians East Borough's Maintenance Director for the facilities within the Borough and is required to perform all the major duties outlined in the job description.

DESIRED QUALITIES INCLUDE BUT ARE NOT LIMITED TO: KNOWLEDGE OF school facilities and mechanical systems. KNOWLEDGE OF furnaces, boilers, generators, fire control systems, sprinkler systems, and locksmithing. CONSTRUCTION FOREMAN ABILITY: Can supervise skilled and unskilled labor in the repair and/or replacement of facilities or broken equipment, room additions, roof repair/replacement or siding repair/replacement. ORGANIZED IN PURCHASE AND MANAGEMENT of building materials and maintenance supplies. ABILITY to work independently with a minimum amount of direction.

SALARY: Depends on qualifications and experience plus benefits.

APPLICATIONS: The job description and application are available on the Aleutians East Borough's website at <https://www.aleutianseast.org/jobs/aleutians-east-borough-seeking-a-maintenance-director/>. Interested candidates should complete an Aleutians East Borough Application for Employment and submit a cover letter and resume to:

Borough Maintenance Director Search  
Aleutians East Borough  
3380 C Street, Suite 205  
Anchorage, AK 99503

Application packets may be hand-carried or mailed to above address, faxed to (907) 276-7569, or emailed to [abailey@aeboro.org](mailto:abailey@aeboro.org).

For questions, call (907) 274-7555.

CLOSING DATE: Wednesday, October 19, 2022, or until the position is filled.

**Note: Incomplete application packets will be summarily rejected.**

The Aleutians East Borough is an equal opportunity employer. All application materials submitted will become public information. In order to complete the application process, applicants will be required to provide written authorization (including identifying information such as social security number and date of birth) to enable the Borough to do a full background check, including but not limited to criminal history and credit history.