

Copper River Basin Regional Housing Authority
PO Box 89
Glennallen, Alaska 99588

Maintenance Technician I - Mentasta

Job Title: Maintenance Technician I Mentasta	Division: Maintenance/Mentasta
Reports to: Special Projects Lead/Maintenance Lead	Supervises: None
Classification: Regular	Date Revised: 05-19-25
Safety Sensitive: Yes	Status: Non-Exempt
Work Schedule: 30-40 hours/week	Salary: Range or DOE

Job Summary

Maintains the day-to-day operations of the physical asset of properties under CRBRHA management. Performs general maintenance and repair of buildings, facilities, equipment, and grounds in Mentasta and Chistochina Apartments.

Examples of Essential Functions

Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities and sites as follows:

- **Carpentry.** Performs basic rough and finished carpentry repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.
- **Glazier.** Removes broken glass, putty or plastic; replaces windows and door hardware; replaces glass for windows, doors, and light fixtures.
- **Electrical.** Performs basic electrical repair work for switches, outlets, plugs, cables, appliances, and lighting systems; reports unsafe electrical conditions.
- **Plumbing.** Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; repairs, replaces and maintains hot water heaters and other appliances.
- **Painting.** Applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain.
- **Grounds Maintenance.** Maintains grounds in clean, safe, and orderly manner including mowing, trimming, weeding, aerating, minor pest management, composting and fertilizing lawns; replaces plants as needed; cleans debris from grounds, pathways, and parking lots; maintains grounds maintenance equipment; prunes trees and shrubs.
- **Repairs:** Repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; performs minor troubleshooting, repairs, and adjustments of locks on doors, repairs door hinges;
- **General Maintenance of Systems:** changes filters on various ventilation units; hooks up appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving equipment at various sites; identifies projects requiring the services of a higher skilled crafts person;
- **Administrative:** completes maintenance work order requests and updates work logs for specific site requirements; maintains reports on pesticide use;

- **Building Checks:** checks properties; as part of the site support team, assists with special projects periodically as directed; maintains clean, safe, and orderly work sites.
- **Janitorial Laundromat:** Performs a variety of work maintaining and cleaning/disinfecting of public facilities, including the Laundromat, buildings and grounds at Shallow Water apartments – Mile 6 Mentasta Spur Road, in Mentasta and Cheesh’na Apartments – Mile 34 Tok Highway, in Chistochina.
- **Performs other duties as assigned.**

Knowledge + Skills

- Knowledge of the principles and practices of building construction.
- Knowledge of building codes.
- Knowledge of safety precautions in the work place.
- Knowledge of building construction processes and procedures, equipment, tools and materials.
- Knowledge of construction codes, laws, and contract documents.
- Knowledge of standards of good work quality in building construction, alteration, and repair.
- Ability to prepare estimates of time, materials, and labor.
- Ability to work from plans and specifications
- Ability to work with limited supervision
- Ability to form and maintain effective working relationships with others
- Ability to communicate with supervisor and fellow employees
- Ability to understand and follow oral directions in English
- Ability to follow safety precautions and procedures
- Ability to plan and complete assigned duties within allotted time frames and work independently and well with others.

Minimum Qualifications

Education + Experience

- High school graduate or General Equivalency Diploma (GED) or 2 years of experience in maintenance or related field.

Registration, Certification or Licensing

- Must have a valid Alaska Driver's License.

Physical Requirements

- Ability to physically perform the essential job functions including, but not limited to: climbing ladders or stairs bending or crawling in isolated locations over extended periods of time.
- Lift 50 pounds without assistance.
- Position requires frequent lifting and carrying of objects weighing up to 25 pounds and less frequently up to 50 pounds, and occasionally up to 100 pounds with assistance.

Working Conditions

- Position requires regular travel to surrounding communities in outdoor and inclement conditions.

- Flexible schedule may include evening, weekends, holidays and overtime (only if essential to the position). This position requires on-call or weekend work when scheduled accordingly.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work involves exposure to dirty environments, extreme weather conditions, hazardous conditions including dangerous machinery and exposure to loud noises

Preferred

- American Indian/Alaska Native (member of federally recognized tribe).
- Knowledge of the Ahtna region.

Agreements

CRBRHA expects employees to embody the mission the organization “to provide and maintain affordable, energy efficient, safe and suitable housing to benefit Ahtna Tribal Members, Alaska Natives and American Indians and the Copper River Basin with a focus placed on self-sufficiency and economic development.”

CRBRHA is an alcohol and drug free workplace.

The job description does not constitute an employment agreement between CRBRHA and any employee or candidate for employment and is subject to change at CRBRHA's sole discretion as the needs of CRBRHA and requirements of the job change.

Employee's acknowledgement:

Date:
