



Cheesh'na Tribal Council

HC01 Box 217
 Gakona, Alaska 99586
 Phone: 907-822-3503
 Fax: 907-822-5179

Website: www.cheeshna.com

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| Position Title: | Maintenance and Operations Technician | Department: | Facilities |
| Location: | Chistochina | Travel Required: | Yes |
| Level/Salary Range: | DOE | Position Type: | Part Time |
| Supervisor: | Tribal Administrator | Funding Source: | Facilities |

Duties:

- Responsible for maintaining and upkeep of Cheesh'na facilities, Main Campus Office/Hall/Wasahteria/Machines etc. These duties include maintaining heating, water, and Maintenance of CTC facilities includes duties such as painting, repairs, lighting, roofing, fire extinguisher updates, supply inventory, etc.
- Responsible for maintenance and upkeep of Cheesh'na vehicles. Duties include oil and tire upkeep, cleaning of interior and exterior, fueling, and vehicle swap out as needed.
- Responsible for upkeep of landscaping, plantings, etc. Duties include mowing, weeding, fertilization, planter boxes.
- Responsible for organization of, and upkeep of supply shed, tool shed, records shed, and janitorial. Duties include keeping supplies stocked, tools and equipment inventoried, maintained and in running order. Organization of and inventory of various supplies for CTC programs.
- Responsible for CTC Trailer facility. Duties include snow removal, landscaping, heating, water system, and upkeep of unit not occupied full time.
- Elder assistance. Elder assistance can include various duties such as home maintenance for those in their own private residences, snow removal, wood assistance, minor repairs, wood stove pipe cleaning and upkeep, etc
- Responsible for attendance in meetings and reporting as required
- Complete additional tasks as assigned by the Tribal Administrator.

Skills/Qualifications:

- Must have a high school diploma or GED.
- Must have the ability and willingness to follow CTC Policy and Procedures.
- Must be punctual and neat in personal appearance and attire.

“Strengthening our culture and community by protecting our land and traditional values, and by empowering our people to be strong and healthy in mind and body”



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- Must have a valid Alaska Driver's License with no DUI or other violations in the past 36 months.
- Must be willing to travel to and attend functions in locations outside of home community.
- Must have the ability to deal pleasantly with the general public and fellow CTC employees.
- Must be willing to attend training and workshops to enhance job performance and knowledge.
- Must have writing skills, computer skills, communication skills, and problem-solving skills.
- Must have knowledge of and interest in the Athabascan Culture and environmental issues.
- Must be able to lift 50 pounds.
- Must be able to drive and operate a plow truck.
- Must be willing to submit to a drug test.

Under PL (92-638) Native Preference will be given in the hiring of this position.

Signature

Date