



ASSISTANT MAINTENANCE MANAGER

JOB DESCRIPTION

Reports To: Projects and Maintenance Manager

FLSA Status: Non-Exempt

Core Functions:

Under the Direction of the Projects and Maintenance Manager, the Assistant Maintenance Manager will oversee the day-to-day operation of the maintenance staff. This includes, but is not limited to, custodial duties, grounds, facilities and building maintenance, fleet oversight and general construction. The Assistant Maintenance Manager is responsible for supporting the Maintenance Manager with onboarding and training new maintenance personnel, and acts as a liaison for capital improvement projects should the Maintenance Manager not be present. They will clearly communicate with all AWCC staff and work closely with department managers to ensure safe operations.

Major Activities (typical duties/responsibilities):

- Works closely with the Maintenance Manager and other senior management to ensure effective and clear communication amongst the team.
 - Maintains a variety of mechanical items and oversees general staff task functions:
 - Snow removal (seasonal)
 - Road grading
 - Tidal mitigation and flooding issues
 - Operating equipment / vehicles
 - Fencing
 - Carpentry
 - Welding
 - Electrical and plumbing trouble shooting
 - Assist with operation, maintenance and adherence to DEC policies and recording duties regarding the Water and Wastewater Treatment Plant.
 - Will work toward Level 1 Water and Wastewater Operator Certification
 - Must be comfortable working around large animals including wood bison, elk, moose, brown and black bears, wolves, etc. Assist with animal care on large husbandry projects and needs.
 - Cleans work areas, maintains a clean work environment, adheres to OSHA guidelines and trains staff.
 - Disposes of trash and debris and keeps the AWCC grounds, parking lots, roads and restrooms looking clean and tidy at all times.
 - Assists in creating a respectful and positive work environment at all times.
 - Performs other duties as assigned.
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Skills/Abilities:

- Ability to plan, conceptualize, organize, motivate and direct others in a team environment in the achievement of the AWCC's goals and objectives.
- Experience using Microsoft Office, Word and Excel.

- Strong communication skills, both written and oral.
 - Must be able to lift 50 lbs.
 - Must be able to work outdoors in extreme wind, temperature, rain and winter conditions.
 - Must be willing to work a flexible schedule including nights, weekends and holidays as needed.
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Minimum Requirements/Experience

- Associate degree or equivalent from two-year technical college or school.
 - If no degree, then minimum two (2) yrs experience as Tech I or Tech II of various skilled trade work such as: welding, plumbing, electrical, mechanical, vehicle or other equivalent work experience
- Must have valid Alaska driver's license with an acceptable driving record

Benefits

- \$60k annual salary, DOE
- 10 paid holidays
- Medical, dental and vision insurance. The AWCC pays 100% of the employee premium (employee only, no dependents).
- 2 weeks of PTO in employee's first year, this continues to grow the longer the employee is with the AWCC. Eligible to use PTO after 90 days of employment.
- 30 hrs of sick leave annually. Eligible for use after 30 days of employment.
- Flexible Schedule, 40 hrs/week

EMPLOYEE PRINTED NAME: _____

DATE: _____

EMPLOYEE SIGNATURE: _____