



*Southwest Region School District*  
**VACANCY ANNOUNCEMENT**  
*Site: District Office*

**SOUTHWEST REGION SCHOOLS  
VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	<b>Maintenance Mechanic – Temporary Hire</b>
<b>PAY RANGE:</b>	DOE
<b>LOCATION:</b>	District Office, Dillingham, Alaska
<b>START DATE:</b>	May 1, 2025
<b>END DATE:</b>	October 15, 2025

**REPORTS TO:** Maintenance Foreman or Director of Facilities & Maintenance

**SUMMARY**

The Maintenance Mechanic will perform a variety of Maintenance and Preventative Maintenance duties. Will be responsible for HVAC/Plumbing repairs and maintenance for Eight Schools and a Central Office Complex. Will carry out assigned work exercising independent judgment to complete the assigned tasks.

**EDUCATION & EXPERIENCE**

1. High school diploma or Equivalent
2. Ten (10) years verifiable experience in HVAC/Plumbing maintenance preferred.
3. Certifications from accredited Training Facility could be used as years of experience.
4. Trade License or Certificate that would benefit the District required.

**REQUIRED CERTIFICATIONS, SKILLS, & ABILITIES**

1. Possess and maintain a valid Alaska Driver License.
2. Ability to perform Journey level work in the trades of Plumbing.
3. Demonstrated knowledge and ability in HVAC Systems and boilers.
4. Possess or ability to obtain a 40-hour Hazardous Waste Operations and emergency response certification.
5. Demonstrate knowledge and ability in Building Maintenance, Construction, and Repairs.
6. Possess or ability to obtain refrigeration and condenser certifications.
7. Level 1 class A water system operator or ability to obtain.

**PHYSICAL DEMANDS**

1. In order to properly perform the necessary functions of this job, the employee is frequently required to walk, sit, stand, stoop, kneel, crouch, crawl, climb, reach with hands and arms, and grasp with fingers.
2. This job will require the employee to talk, hear, smell, and touch.
3. The vision requirements for this job are close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Ability to work from heights (ladders, man lifts, roofs).
5. The physical demands characterized are those that must be met by an employee to properly perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
6. Ability to work outside in winter conditions.

**WORKING CONDITIONS**

1. Exposure to daily weather changes including inclement weather and extreme temperature changes.
2. Exposure to material and equipment that require safe use to prevent physical injury to self and other employees.
3. Travel in small aircraft, small watercraft, all-terrain vehicles, or snow-machines.

**PRINCIPAL DUTIES & TYPICAL TASKS**

1. General maintenance and repairs to all building HVAC systems, water systems, and related infrastructure.
2. Will work with Maintenance Foreman to establish preventative maintenance schedules District wide.
3. Performs a wide variety of repair and maintenance tasks which involve work in all trades.
4. General Maintenance on boilers, pumps, air handler units, motors, belts, and filters.
5. General repairs and preventive maintenance on all Teacher Housing.
6. Will schedule Preventative, Routine, and Emergency work orders as needed.
7. Maintain records and data entry in computerized work order system.
8. Requisitions all parts and materials as needed.
9. Travel regularly to all sites with overnight stays up to five days.
10. Respond to any maintenance problem deemed necessary by the Maintenance Foreman.
11. Available for Emergency situations on Evenings, Weekends, and Holidays.
12. Performs other duties as assigned.

For more information or to apply, please contact:

**RANDALL FINKENBINDER**  
*Director of Facilities & Maintenance*  
(907) 842-5287