



# Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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[ninilchiktribe-nsn.gov](http://ninilchiktribe-nsn.gov)

## VACANCY ANNOUNCEMENT

### **Assistant Maintenance Laborer**

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**ANNOUNCEMENT DATE:** July 11, 2025

**POSITION TITLE:** Assistant Maintenance Laborer

**POSITION TYPE:** Full Time/Permanent -

Dependent on Funding

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**CLOSING DATE:** When Filled

**POSITION BEGINS:** When Filled

**SALARY:** DOE

**POSITION SUMMARY:** This position encompasses routine work in performing a variety of maintenance and repair tasks in and around the Ninilchik Traditional Council (NTC) buildings and sites. This will also include the responsibility of maintaining offices and adjacent grounds, along with general cleaning duties in the absence of the Maintenance Laborer. Certain job responsibilities may consist of special assignments that will need to be completed in related weather as conditions present themselves. This position will work with little direct supervision and is subject to inspection while in progress, or upon completion.

#### **PRIMARY DUTIES/RESPONSIBILITIES:**

1. Replacing light bulbs, replenishing supplies and assisting in making repairs to buildings and equipment.
2. Perform errands and maintain stock of janitorial and other requested supplies.
3. Submit requisitions for necessary maintenance supplies/equipment.
4. Provide fill-in with custodial cleaning when the Assistance Maintenance Laborer is unavailable. This may include duties such as scrubbing, mopping, waxing, polishing floors, vacuuming carpets, dusting and polishing furniture, washing windows, woodwork, stoves and refrigerators, cleaning and disinfecting bathrooms, including sinks, toilets, and other fixtures.
5. General carpentry works as prescribed by work order and as the job requires.
6. Electrical work including but not limited to general wiring and minor repairs.
7. Plumbing work including but not limited to, general plumbing, changing toilets, tub valves, stems, repair/diagnose leaks, unstop commodes, unstop drain lines, unstop buildings (if possible), replace/repair hot water heaters, repair or replace water lines to sinks, showers, tubs, and commodes, replace tubs, sinks and faucets.
8. Troubleshooting electrical, plumbing, and mechanical problems related to maintenance/repair.
9. Maintain proper safety protocols, policies, and procedures.
10. Report any needed office repairs, housekeeping, or safety hazards.
11. Complete work orders promptly and notify NTC if any work cannot be completed.
12. General indoor/outdoor painting as needed and as the work order prescribes.
13. Sheet rock repair, installation and removal as the job requires.
14. Repair or replace doorknobs, doors and locks as requested by work order.
15. Repair or replace screens on windows or doors as requested by work order.
16. All general maintenance for the upkeep of NTC property.
17. Landscaping work.
18. General preventative maintenance that will enhance the life of the NTC properties.
19. Snow blowing, shoveling and safe operation of outdoor/lawn/garden equipment.

20. Collect trash from office trash cans and remove to NTC refuse containers.
21. Conduct town trips and pick up supplies in Homer/Soldotna/Kenai as requested.
22. Be available to travel and attend pertinent trainings/seminars/meetings as required and as the budget allows.
23. Ability to follow NTC building schedules as set or prescribed by the NTC Facilities Manager and/or NTC Deputy CEO.
24. Other related duties as prescribed by the Facilities Manager, Deputy CEO, and the NTC Executive Director.

#### **STATEMENT OF QUALIFICATIONS:**

- Minimum three (3) years of building maintenance and repair experience required.
- This position will maintain all NTC facilities and applicants must have experience and a proven ability to complete general carpentry, electrical, and plumbing work in and around buildings.
- Must have strong interpersonal skills and strong organizational skills.
- Must interact well with others; demonstrate courtesy, patience, diplomacy, discretion, and self-control; work well with a team.
- Must be able to interact in a positive manner with Tribal members, Tribal leaders, and other department staff, visitors to the department, co-workers, and supervisors.
- Must be 18 years of age or older.
- High School Graduate or GED
- Must possess a valid Driver's License, proof of insurance, and transportation.
- Must pass through a criminal background check with acceptable standards of character.
- Must pass pre-employment drug test and will be subject to ongoing testing in accordance with NTC policies and procedures.

#### **INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination, and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

#### **OTHER:**

This position will be under the direct supervision of the NTC Facilities Manager. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

#### **APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov). Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information:   Ninilchik Traditional Council  
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