

***P. O. Box 107***

***Aniak, Alaska 99557***

***Ph: (907) 675-4388***

***Email:*** nvngovernment@gmail.com

[www.napaimute.org](http://www.napaimute.org)

***Position:*** Maintenance Director

***Salary Range:*** $84,000 annually

***Employment Status:*** Full time - exempt

***Hours per Week:*** 40 hour per week

***Description of Duties:***

Responsible for the proper repair and maintenance of all NVN mechanized equipment and buildings at each of the tribe’s operational sites: Napaimute, Aniak, Kalskag Harvest Site, and Bethel. Equipment includes but is not limited to chainsaws, riding lawn mowers, sawmill, ATV/UTVs, outboard motors, snowmachines, pickup trucks, heavy equipment, and LCM/Barge systems.

**Job duties include:**

* Development of a Maintenance Plan & Schedule for each site that employees can follow.
* Direct oversight of major maintenance & repair activities of all Napaimute buildings and equipment.
* Procurement of repair parts and maintenance supplies.
* Ensure that operators of NVN equipment are properly trained to operate, maintain, and repair the equipment they are operating.
* Implementation and oversight of an equipment safety program.
* Operate equipment to support projects and operations.
* Procure parts, supplies and fuel for in-season operations following NVN policy and procedures.
* Provide properly completed support documents for all purchases to Program Directors AS PURCHASED to insure timely payment to vendors.
* Maintain individual Project Expense Records.
* Create and maintain individual equipment maintenance records.
* Oversight of post season equipment and supply maintenance and storage.
* Grant management and reporting for the Tribal Transportation Program.

***Qualifications:***

* Minimum 5 years’ experience in small engine mechanics.
* Minimum 5 years’ experience in welding.
* Minimum 5 years’ experience operating heavy equipment.
* Minimum 5 years’ experience in heavy equipment maintenance/repair.
* Experience supervising and training employees.
* Willing to travel as needed to NVN’s various operational sites.
* Willing to train employees in proper repair and maintenance techniques.
* High degree of self-motivation and independency is required.

The Native Village of Napaimute is a drug and alcohol-free workplace and applicant must be able to pass a criminal background check and drug test.

For more information and to request an application please contact:

Audrey Leary, Executive Director

(907) 538-2821

nvngovernment@gmail.com

***Open Until Filled***