

Job Description: Maintenance Man

Position: Maintenance Man

Company: Gross Alaska Location: Downtown Juneau and Valley

Overview: Gross Alaska is seeking a skilled and reliable Maintenance Man to join our team. The Maintenance Man will be responsible for ensuring the upkeep and maintenance of our properties. The ideal candidate will possess their own transportation, tools, and have a general knowledge of various handyman tasks. This position offers a flexible schedule to accommodate the needs of the job.

Responsibilities:

1. Perform general maintenance tasks:

- Conduct regular inspections of properties to identify and address maintenance needs, including but not limited to plumbing, electrical, carpentry, and mechanical repairs.
- Repair and maintain equipment, fixtures, and facilities as needed.
- Troubleshoot and resolve maintenance issues promptly and efficiently.
- Respond to maintenance requests from staff or management in a timely manner.

2. Preventive maintenance:

- Perform routine inspections to identify potential maintenance issues and address them proactively.
- Conduct regular maintenance tasks such as changing light bulbs, replacing filters, and lubricating equipment.

3. Property management:

- Ensure the cleanliness and appearance of the properties and are maintained to company standards.
- Coordinate with external contractors or service providers for specialized maintenance or repairs when necessary.
- Maintain accurate records of maintenance activities, including work orders, repairs, and inventory of supplies.

4. Safety and compliance:

- Adhere to all safety guidelines and regulations to ensure a safe working environment.
- Identify potential safety hazards and take appropriate measures to mitigate risks.

Requirements:

- Transportation: Must possess a valid driver's license and have reliable transportation to travel between properties.
- Tools: Must have a personal set of tools necessary for performing various handyman tasks.
- General knowledge: Possess a broad understanding of maintenance procedures across multiple disciplines, including plumbing, electrical, carpentry, and mechanical systems.
- Flexibility: Ability to work a flexible schedule, including evenings, weekends, and holidays as required.
- Communication: Strong verbal and written communication skills to effectively interact with staff, management, and external contractors.
- Problem-solving: Ability to identify issues, analyze problems, and implement appropriate solutions.
- Organizational skills: Excellent time management and organizational abilities to prioritize tasks and meet deadlines.

Note: This job description is intended to provide a general overview of the position and does not encompass all tasks or responsibilities that may be assigned. Duties and responsibilities may evolve, or change based on the needs of the company.

We are an equal opportunity employer and encourage candidates of all backgrounds to apply.

To apply, please submit your resume and cover letter detailing your relevant experience and qualifications.

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