

MAINTENANCE CLERK

BBEDC/CITY OF ALEKNAGIK
SEASONAL EMPLOYMENT

QUALIFICATIONS:

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 18 OR OLDER
- HIGH SCHOOL DIPLOMA OR GED REQUIRED
- VALID ALASKA DRIVER'S LICENSE PREFERRED
- PREVIOUS CLERICAL, ADMINISTRATIVE, OR OFFICE SUPPORT EXPERIENCE PREFERRED
- EXPERIENCE IN MAINTENANCE, PUBLIC WORKS, OR INVENTORY SYSTEMS
- ABLE TO SIT FOR EXTENDED PERIODS
- MUST BE ABLE TO OCCASIONALLY LIFT UP TO 25 LBS
- ABLE TO WALK, STAND, AND BEND AS NEEDED
- MUST HAVE STRONG ORGANIZATIONAL AND RECORD KEEPING SKILLS
- ABLE TO MANAGE MULTIPLE TASKS AND MEET DEADLINES

DUTIES:

- MAINTAIN AND UPDATE MAINTENANCE WORK ORDERS, LOGS, AND SERVICE RECORDS
- TRACK AND FILE EQUIPMENT MAINTENANCE SCHEDULES AND REPAIRS
- ASSIST IN COORDINATING DAILY WORK ASSIGNMENTS AND COMMUNICATION WITH MAINTENANCE STAFF
- MAINTAIN INVENTORY RECORDS FOR TOOLS, PARTS, FUEL, AND SUPPLIES
- PREPARE PURCHASE ORDERS AND ASSIST WITH ORDERING MATERIALS AND EQUIPMENT
- RECEIVE AND DOCUMENT DELIVERIES; VERIFY ACCURACY OF SHIPMENTS
- ASSIST WITH BUDGET TRACKING, DATA ENTRY, AND EXPENSE DOCUMENTATION
- PREPARE REPORTS, SPREADSHEETS, AND CORRESPONDENCE AS NEEDED
- ANSWER PHONES, RESPOND TO INQUIRIES, AND PROVIDE CUSTOMER SERVICE TO THE PUBLIC
- MAINTAIN ORGANIZED FILING SYSTEMS (ELECTRONIC AND PAPER)
- SUPPORT COMPLIANCE WITH SAFETY POLICIES AND DOCUMENTATION REQUIREMENTS
- ASSIST WITH GRANT REPORTING OR PROJECT DOCUMENTATION, IF APPLICABLE
- OTHER DUTIES AS ASSIGNED

COMPENSATION:

- \$22.33 PER HOUR
- 30 HOURS PER WEEK
- MAY - AUGUST 2026
- UP TO 16 WEEKS OF EMPLOYMENT

BBEDC WILL BE ACCEPTING APPLICATIONS UNTIL THE POSITION IS FILLED.

**FOR AN APPLICATION OR
ADDITIONAL INFORMATION,
CONTACT BBEDC
AT 1-800-478-4370**