



Native Village of Eklutna

Tribal Government

Job Announcement

Maintenance Technician / Facilities & Transportation Coordinator

Wage: \$22-\$34 DOE (Depending on experience)

Duration: Full time/Year-round

Applicant Deadline: July 1st, 2026

Position Summary:

The Maintenance Technician / Facilities & Transportation Coordinator is responsible for the maintenance, repair, and operational readiness of Native Village of Eklutna (NVE) facilities, grounds, equipment, and transportation infrastructure. This position oversees preventative maintenance and repair activities for tribal buildings and properties, ensuring safe, clean, and functional environments for staff and community use.

The position also administers and coordinates the Tribal Transportation Project, including winter road maintenance operations such as snow plowing, sanding, ice control, and seasonal roadway cleanup. The employee coordinates contractors for maintenance, repair, and transportation improvement projects, monitors project progress, and ensures work is completed safely, efficiently, and in compliance with tribal standards and applicable regulations.

This role requires strong organizational and problem-solving skills, hands-on maintenance experience, the ability to work independently, and the ability to manage multiple projects, vendors, and maintenance priorities simultaneously.

For questions or to apply, please contact nvez@eklutna.org

Qualifications:

- Experience in building or facility maintenance preferred
- Knowledge of plumbing, electrical, HVAC, carpentry, and general repairs
- Experience of operating maintenance or snow removal equipment preferred
- Ability to coordinate contractors and manage projects
- Valid Alaska driver's license required
- Ability to work independently and respond to emergencies when needed

Preferred:

- CDL or ability to obtain one
- Experience with transportation or road maintenance projects

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- Experience working with tribal organizations
- OSHA or other safety certifications.

Knowledge, Skills, and Abilities

- Strong problem-solving and organizational skills.
- Ability to communicate effectively with staff, contractors, and community members.
- Ability to coordinate multiple projects simultaneously.
- Knowledge of safe equipment operation and maintenance practices.
- Ability to maintain confidentiality and professionalism.

Working Conditions

- Combination of indoor and outdoor work.
- May require evenings, weekends, or emergency response during severe weather events.

HOW TO APPLY:

Please send resume, cover letter, and contact information of three references to nvelez@eklutna.org or mail/in person to: Attn: NVE Land and Environment Department, 26339 Eklutna Village Road, Chugiak, AK 99567

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.