

**ALASKA WILDLIFE CONSERVATION CENTER  
JOB DESCRIPTION**

**Title:** Vehicle Maintenance & Maintenance Tech  
**Reports To:** Projects & Maintenance Manager  
**FLSA Status:** Non-Exempt

---

**Supervises**

- Self
- 

**General Function**

Under the direction of the Project & Maintenance Manager, is responsible for the general maintenance of buildings, vehicles and grounds at the Alaska Wildlife Conservation Center. Clearly communicates with all AWCC staff and managers. Works closely with AWCC department managers to ensure safe operations.

---

**Major Activities (Typical Duties/Responsibilities)**

1. Ensures effective and clear communication with AWCC Projects & Maintenance Manager, as well as all other AWCC department managers and staff.
2. Will help to create a productive, respectful, and positive work environment.
3. Assists other departments as directed to ensure a team atmosphere.
4. Will be respectful to all other employees at all other times.
5. Maintains a variety of mechanical items, performs regular maintenance of buildings, vehicles, snow removal, road grading, assists with tidal variations, operates equipment in a safe manner, routine carpentry, painting, fence building, minor electrical trouble shooting, and plumbing.
6. Performs routine maintenance and repairs on tractors, road grader, snowmachines, gators, vans, shuttle bus, suburban, Ford F250, Ford F350, horse trailers, flat bed truck, weed whackers and snowblowers.
7. Performs oil changes and tires change overs. Will keep good record and documentation of maintenance and repair work performed on all vehicles and equipment.
8. Train employees on how to safely operate all vehicles and equipment.
9. Ensures all vehicles are in good working condition and safe for employees to operate. Will work with in the operational and capital budgets when ordering parts.
10. Cleans work areas, maintains a clean work environment, and adheres to OSHA guidelines.
11. Disposes of trash and debris and keeps the AWCC grounds, parking lots, roads & restrooms looking clean and tidy at all times.

12. Helps keep the maintenance barn clean and organized.
  13. Must be comfortable working in and around large stock animals. Assists in helping the animal care staff with husbandry care for large game.
  14. Cleans all restrooms when directed.
  15. Performs other duties as assigned with a positive attitude.
- 

**Skills/Abilities**

- Ability to work in a team environment to help achieve AWCC's goals and objectives.
  - Strong communication skills, both written and oral.
  - Must possess positive attitude and be respectful to all guests and fellow employees.
  - Must be able to work outdoors in extreme wind, temperature, rain, and winter conditions.
- 

**Minimum Requirements/Experience**

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or minimum two years for Tech I, or four years for Tech II, of various skilled trading such as plumbing, electrical, mechanical, vehicle experience required; or equivalent combination of work experience.
- Must have Valid Alaska Driver's license with an acceptable driving record.
- Must lift 75 lbs frequently.
- Must work flexible schedule including nights, weekends, and holidays.

DATE: \_\_\_\_\_ EMPLOYEE PRINTED NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_