

**ARCTEC Alaska  
JOB BID ANNOUNCEMENT**

**Relief Facilities Helper**

**ASSIGNED LOCATION:** PHQ

**DEPARTMENT:** Facilities

To be eligible for consideration, job bidders must possess the experience and education listed below. Interviews are probable.

**ASSIGNMENT:** Relief Facilities Helper  
**OPEN TO:** All  
**QUALIFICATIONS:** Must be 18 years of age  
**REPORTS TO:** Facilities Lead/Operations Manager  
**DURATION:** Summer/Fall Season

**PURPOSE OF POSITION:**

Provide support for work crews and perform general labor tasks in support of the Alaska Radar System (ARS) Project.

**PRIMARY RESPONSIBILITIES:**

- Perform manual labor tasks in support of work crews.
- Perform clean-up duties, including removal of trash on site and brush cutting.
- Plan and coordinate work activities with other ARS personnel, sites and departments.
- Work cooperatively and constructively with customers, third party representatives and other company.
- Be familiar with ARCTEC Alaska Operating Instructions, Administrative Instructions, Task Orders, Personnel Policies and Procedures, and the system, procedures, and equipment applicable to the job responsibilities.

**SECONDARY RESPONSIBILITIES:**

- Perform administrative duties and maintain assigned workplace, materials, and equipment in a safe, secure, and neat condition.
- Work cooperatively and constructively with customers, third party representatives and other company.
- Bring to the attention of the Facilities Manager and/or Facilities Lead Specialist incidents or circumstances, which could affect the performance of the ARS project.
- Other applicable duties as assigned by applicable Sector Facilities Lead, Facilities Lead or Facilities Manager.

## **CORE QUALIFICATIONS:**

- Must be able to perform manual labor, including lifting, carrying, and transporting materials necessary to support work crews via foot or pickup truck.
- Must be able to safely and efficiently operate with chainsaws, brush cutting tools, hand operated tools, and like equipment.
- Must be able to perform general unskilled manual labor, including outside cleanup duties such as trash removal and brush cutting, and other general cleanup.
- Must have strong problem-solving and interpersonal skills to interact with co-workers and customer representatives.
- Must have working knowledge of computers and typical application including word processing (MS Word), spreadsheets (MS Excel), and database (MS Access).
- Must have strong organizational skills and the ability to work independently.
- Must speak, read and write English proficiently enough to complete all employment duties.
- Must have a valid Driver's License with an acceptable driving record.
- Current CPR and First Aid Certification.
- Current certificates of training for 24 -hour HAZWOPER (OSHA and EPA)

## **PHYSICAL REQUIREMENTS:**

The following physical activities are frequently required of a Facilities Helper: Balancing; bending; kneeling; squatting; reaching; sitting; standing; walking; climbing steep stairs; pushing; pulling; lifting heavy objects; grasping; communicating in person, by phone or through written correspondence; hearing; and seeing. Incumbents may be required to work on equipment while certain assemblies are in motion, or may work in close proximity to steam pipes, lethal AC and DC voltages and currents, or operating equipment. Certain maintenance actions may require repetitive motions. The noise level in the operating environment may require hearing protection.

## **REPRESENTATION OF POSITION**

This position is covered under the Collective Bargaining Agreement (CBA) between the International Union of Operating Engineers (IUOE) and ARCTEC Alaska J/V as it relates to wages, benefits hours and working conditions.

**ARCTEC Alaska is an EO and AA employer and complies with Title I of the ADA.**