

**ARCTEC Alaska
JOB BID ANNOUNCEMENT**

RELIEF SERVICES TECHNICIAN

ASSIGNED LOCATION: PHQ

DEPARTMENT: Operations

HIGHLIGHTS OF CORE QUALIFICATIONS

Please complete an application and submit a resume to human_resources@arctecalaska.com

PURPOSE OF POSITION:

Provide site support such as food services, logistics, housekeeping and administrative duties at Alaska Radar System (ARS) sites.

PRIMARY RESPONSIBILITIES:

1. Perform food services duties to include:

- Safe food handling and storage practices;
- Preparing meals;
- Cleaning and sanitizing food preparation areas and dining rooms;
- Inventorying and requisitioning food services items.

2. Perform housekeeping duties to include:

- Cleaning restrooms and common areas;
- Preparing temporary lodging rooms.
- Managing site laundry requirements.

4. Perform site logistics requirements to include:

- Tracking requisitions;
- Breaking down and inventorying materials upon receipt;
- Preparing material for shipment;
- Documenting materials shipped including hazardous and dangerous goods documentation;
- Maintaining logistics area in a neat, orderly and safe manner.

5. Perform site administrative duties, including maintaining Technical Orders and publications, down loading and distributing electronic communications, administering site visitor requirements, administering postal requirements.

6. Plan and coordinate work activities with other ARS personnel, sites, and departments.

7. Be familiar with ARCTEC Alaska publications, policies, and procedures, and the system, procedures, and equipment applicable to the job responsibilities.

SECONDARY RESPONSIBILITIES:

1. Observe and report weather conditions in accordance with military procedures at locations where required.
2. Act as Communications Security (COMSEC) Responsible Officer (CRO) or alternate CRO for the site COMSEC account.
3. Work cooperatively and constructively with customers, third party representatives and other company employees.
4. Maintain a safe and effective airfield environment for flying operations, to include conducting Bird Aircraft Strike Hazard (BASH) controls in accordance with applicable permits.
5. Assist in developing job related training programs and provide training as required.
6. Act as site monitor/administrator for all assigned test equipment in accordance with Operating Instructions (OI).
7. Notify the Operations Manager or Sector Lead concerning incidents and circumstances which could affect the performance of ARS mission systems.
8. Perform administrative duties and maintain assigned workplace, materials, and equipment in a safe, secure, and neat condition.
9. Perform other applicable duties as assigned.

CORE QUALIFICATIONS:

1. Formal training or demonstrated ability in food handling and food services including menu planning and meal preparation for groups of 10 or more people;

OR

Formal training or demonstrated ability in the hospitality industry including hotel/motel management, catering, and organizing events.

2. Food handler's certification.
3. Ability to speak, read and write English proficiently enough to complete all employment duties.
4. Working knowledge of computers and typical applications including word processing (MS Word), spreadsheets (MS Excel), and database (MS Access).
5. Demonstrated ability in:
 - The military supply system.
 - Shipping materials using military or commercial air transportation;
 - Preparing, handling, and receiving materials.
6. Possession of a valid state vehicle operator's license.
7. Strong problem-solving and interpersonal skills to enable effective interaction with co-workers and customer representatives.
8. Strong organizational skills and the ability to work independently.

9. Knowledge of military Technical Order management.
10. Ability to obtain a final security clearance at the SECRET level.
11. Current biennial CPR and First Aid Certifications.
12. Ability to travel in small aircraft and be prepared to remain overnight in small villages in substandard accommodations.

SECONDARY QUALIFICATIONS:

1. Ability to obtain a current military weather observer certification.
2. Certification or demonstrated competence in operating equipment required for logistics functions at the sites, such as forklifts and tool carriers configured for forklift operations.

PHYSICAL REQUIREMENTS:

The following physical activities are frequently required of a Station Technician: 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. Certain services technician duties 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 Brotherhood of Teamsters (IBT) and ARCTEC Alaska J/V as it relates to wages, benefits hours and working conditions.