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.....tfn7-29dh

JOBS

**Position Opening for** a Prep Cook Aide in the Dietary Department at Petersburg Medical Center. The Prep Cook-Aide helps the cooks with food prep, fills requisitions, stocks items, puts dishes away, cleans, lifts cases up to 50 pounds to move food orders from receiving to storage. Assists the cooks as needed. The position is part time with benefits. Wage dependent upon experience. Applications are available at the Medical Center business office or on the hospital website at [www.pmcak.org](http://www.pmcak.org). For more information, call 772- 5719.

.....tfn7-29b87

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**Position opening for** a Cook working in the Dietary Department at Petersburg Medical Center. The Cooks works to prepare appropriate meals, keeps works area clean/sanitized, records necessary temperatures/information and does assigned prep work/cleaning chores. Full Time with benefits, may include weekends and some holidays. Wage dependent upon experience. Position open until filled. Applications are available at the PMC business office or on the hospital website at [www.pmcak.org](http://www.pmcak.org). For more information, call 772-5719.

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**Position opening in** the Plant Operations department performing a Housekeeper at Petersburg Medical Center. The Housekeeper performs the cleaning of hospital and all of the departments within. The Housekeeper may cross train in Laundry as backup. The Housekeeping positions are physical jobs and the individuals must be able to lift, stoop, bend and clean. Full time with benefits. Wage dependent

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upon experience. Position open until filled. Applications are available at the PMC business office or on the hospital website at [www.pmcak.org](http://www.pmcak.org). For more information, call 772-5719.

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**Scandia House** is now hiring great customer service personnel for our Front Desk. Year-round position. Salary based on skill level. Driver's license required. Apply at front desk of hotel.

.....tfn7-29b30

**Position Opening: for** a Rehab Tech at Petersburg Medical Center. The Rehab Tech will work closely with physical therapists, speech language pathologist and occupational therapist to complete office work of prepping and organizing charts, ensuring necessary documents are available for therapists' use, answering and directing calls, and performing other office duties as needed. The Rehab Tech will also welcome and ensure patient satisfaction prior to and immediately following therapy services, schedule and direct patients, clean equipment after each use and any other tasks needed to run the rehab department. Position is full time with benefits, 30 hours per week (potential to grow to 40). To apply – go to [www.pmcak.org](http://www.pmcak.org) or stop by the business office. Any questions contact 772-5719.

.....tfn6-24b122

**Petersburg Borough Job Announcement.** The Electric Department has an opening for the position of Office Manager. This is a regular full-time benefited position, with a starting hourly rate of \$31.09 for PERS Tier 1-3 employees or \$29.85 for PERS Tier 4 after 6 months on the job. (IBEW Contract, July 1, 2018 to June 30, 2021). The position is responsible for Electrical Department budget preparation and tracking, accounting, inventories, data collection & recordkeeping and oversees office operations and staff. The position prepares and oversees requisitions and

purchase orders for the Electric Utility and authorizes payment of electric department invoices and local purchase orders. The Office Manager maintains records and reports data for federal Energy Information Administration reports, ADEC emissions reports, and Federal Energy Regulatory Commission (FERC) record-keeping. Coordinates a variety of Electrical Utility tasks for office and outdoor operations. The successful candidate should have knowledge of general electrical industry terms and nomenclature and must be capable of understanding basic power generation principles, hydroelectric generation principles, SCADA principles and electrical metering principles. Previous knowledge of utility inventory systems and work order systems in a public utility setting is desired. A full job description and employment application can be obtained from the Borough's website at <https://www.ci.petersburg.ak.us/>. Applications will be accepted at the front desk of the Borough office, located at 12 S. Nordic, by mail at PO Box 329, or emailed to [bregula@petersburgak.gov](mailto:bregula@petersburgak.gov) until the position is filled. First review of the applicant pool will occur on August 2, 2021.

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**Position Opening for** a Clinic Registered Nurse. The Clinic RN plays a key role in primary team-based care. The clinic nurse will utilize clinical skills to provide direct patient care and case management duties in support of the patient, family, and health care team. The goal of primary care nursing is to improve the health and wellness of our patient population through education, prevention, and reduction of risk. Position is full time with benefits. Alaska RN license, BLS, 2 years of clinical experience. Wage dependent upon experience. Applications available at [www.pmcak.org](http://www.pmcak.org). Questions, contact 772-5719.

.....tfn7-15b98

**Petersburg Borough** has an opening for a permanent full-time Motor Pool Equipment Mechanic. Starting hourly wage for this position is \$25.44 increasing to \$28.27 after one year. Three years of vehicle repair and maintenance employment experience is required. Possession of a Class A or B Commercial Driver's License with air brake and tanker

endorsements is preferred; however, applicants with the ability to obtain the required CDL within the first six months of employment will be considered. A full job description and employment application can be obtained from the Borough's website at <https://www.ci.petersburg.ak.us/>. Applications will be accepted at the front desk of the Borough office, 12 S. Nordic Street, or via email at [bregula@petersburgak.gov](mailto:bregula@petersburgak.gov), or mailed to P.O. Box 329, Petersburg, AK 99833, attn: Human Resources, until position is filled.

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**Position opening for** a Ward Clerk at Petersburg Medical Center in the Nursing department. Handles clerical duties on a nursing unit, including admission of patients, patient registration, working on insurance authorizations, reception, transmittal of messages, records, directing guests, mail and transcription. May assist in inventorying and ordering supplies. Requires knowledge of medical terminology, keyboarding skills, and at least 2 years prior clerical experience. Ten hours per day / 3-4 days per week. Excellent team work and communications skills are a must. Position is full time with benefits. Wage dependent upon experience. Position open until filled. Applications are available on line at [www.pmcak.org](http://www.pmcak.org). For more information, call 772-5719.

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**Career opportunities** at Mountain View Manor. Would you like to make a difference in lives on a daily basis? MVM has three openings for permanent, 40 hours per week and one 30 hours per week Resident Assistant positions. Benefits for this position include paid time off, holiday pay, retirement plan, health insurance and life insurance. No credentials required except to have a caring personality and a willingness to learn. Starting wage is \$16.58 per hour, with periodic step increases and shift differential, increasing to \$18.42 after one year of employment. If you are interested in joining our team, a full job description and employment application

can be obtained from the Borough's website at <https://www.ci.petersburg.ak.us/>. Applications will be accepted at the front desk of the Borough office, 12 S. Nordic Street, or via email at [bregula@petersburgak.gov](mailto:bregula@petersburgak.gov), or mailed to P.O. Box 329, Petersburg, AK 99833, attn: Human Resources, until position is filled.

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**Parks & Recreation** has an opening for a Temporary Facility Attendant for the summer. This position is part time at 14 hours per week with an hourly rate at of \$14.38 at Step A. Must be at least 18 years old and have the ability to train for and obtain American Red Cross CPR, First Aid, and AED certification. Must be able to work various shifts, evenings and Saturdays. A full job description and employment application can be obtained from the Borough's website at <https://www.ci.petersburg.ak.us/>. Please submit a completed Borough employment application and return to the front desk of the Borough office at 12 South Nordic Drive, mail to P.O. Box 329, Petersburg, AK 99833, or email to [bregula@petersburgak.gov](mailto:bregula@petersburgak.gov).

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**Position opening for** Dietary Assistant at Petersburg Medical Center in the Dietary department. Duties include cleaning the dietary area the employee break room, storeroom, dietary office, locker room/bathroom, kitchen, elevator and surrounding hallways. Pours beverages and sets up food trays according to diet lists; dismantles trays; washes all dishes and puts them away. Cleans the work area and assists with serving food or helping the cook as needed. Full time with benefits. Wage dependent upon experience. Position open until filled. Applications are available on line at [www.pmcak.org](http://www.pmcak.org). For more information, call 772-5719.

.....tfn6-3b96

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**Position opening for** Steam Table Aide/Prep will be responsible for supervising the steam table and helping serve residents for breakfast Mon – Fri. This position requires turning the steam tables on and filling with water, and cleaning and sanitizing at the end of meal. This will consist of cutting foods for residents and dishing them up. The steam table Aide/Prep will assist in baking foods on the menu to keep stocked for kitchen use. Other responsibilities include managing store room/freezers, keeping it stocked/cleaned, checking for outdated items. The Steam Table Aide/Prep will help to put away any FSA/Costco orders, and local

grocery orders. The Steam Table/Aide Prep needs to be trained in all Food & Nutrition Services positions to fill in as needed. Position is full time with benefits, open until filled. For an application, go to [www.pmcak.org](http://www.pmcak.org) or stop by the business office. Questions: contact 772-5719.

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**Position Opening for** a Clinic Reception / Admissions Rep in the Joy Janssen Clinic at Petersburg Medical Center. Responsible for receptionist duties at the clinic – greets the patients and ensures timely flow of patients, informing nursing staff that patients are checked in and ready to be seen. Provides information to patients and visitors; directs patients or visitors to other areas of the hospital as needed. Position is full time, 40 hours per week, may rotate weekend (Saturdays) once trained. High school graduate with a minimum of two years of office experience. Must be able to work with people in a calm, caring and professional manner. Excellent telephone etiquette is essential. Position open until filled. Applications are available at [www.pmcak.org](http://www.pmcak.org). Questions, please call 772-5719.

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**Petersburg Children's Center** is looking to fill teacher positions in almost all classrooms. Please call Sharlay at 772-3419 or email [pcen1@gmail.com](mailto:pcen1@gmail.com)

.....tfn5-6b23

**OBI Seafoods Petersburg** is currently hiring for the summer salmon season. Call Lori or Martha at 907-772-4294 for more information.

.....tfn5-13b22

**Position Opening for** an Activities Assistant in Long Term Care at Petersburg Medical Center. The Activities Assistant works to provide individual and group activities that help resident maintain independence and allows participation in past

hobbies, interests, encourages social interaction and focuses on the needs and interest of the residents and patients. The position is full time with benefits. Starting pay dependent upon experience. Applications available on line at [www.pmcak.org](http://www.pmcak.org) or at PMC in the business office. The position will remain open until filled. For more information, call (907) 772-5719.

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**NOTICES**

**Suicide Hotline:** 800-273-8255

.....dn3-18p5

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