

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Public Works Maintenance Worker</b>
<b>Class Code Number</b>	<b>5010</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>January 2017</b>

### General Statement of Duties

Performs maintenance and light construction on Public Works facilities and related projects; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain the upkeep of the physical infrastructure of the City and Borough of Sitka. The work is performed under the direct supervision of the Public Works Maintenance Supervisor but some leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Public Works Department or related departments as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and the public. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards.

### Examples of Essential Work (Illustrative Only)

- Repairs and paints streets and sidewalks;
- Repairs and installs sewer and water mains and services;
- Performs minor building and plumbing repairs;
- Cleans, maintains and installs storm drains;
- Operates a sanitary land fill and keeps all related records for billing and permit compliance;
- Operates equipment for snow removal as weather dictates;
- Operates light to medium equipment, including dump trucks, loaders, backhoes, forklifts, bulldozers, plow trucks, vacuum truck, street patching machine, street sweeper, etc.;
- Operates mowers, chain saws and weed eaters and snow removal equipment to maintain right-of-ways, medians and common areas;
- Cleans and clears storm water inlets, drains, bridges, creeks and drainage;
- Plants trees, shrubs and plants, landscapes new construction areas and repairs or replaces landscaping disturbed during construction projects;
- Cleans and maintains City structures;

- Fuels, lubricates, performs preventative maintenance and inspects equipment for use in maintenance facilities and projects;
- Pours and forms City street markers and helps set finished products;
- Cleans and restores construction areas, job sites and other project areas;
- Cleans, maintains and repairs tools, equipment and facilities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Good knowledge of construction equipment, materials and methods;
- Good knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Good knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Ability to comprehend and follow safety rules and regulations;
- Skill in the operation of hand and power tools;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED; and
- Some experience in the utility construction industry; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a valid Alaska commercial driver's license;
- Ability to obtain a first aid and a CPR certification within six (6) months of employment;
- Ability to obtain Water Distribution and Wastewater Collection Provisional Level 1 certification within two (2) years of employment.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools, join pipes and make repairs to or finish concrete;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in confined spaces, trenches, in rough terrain and access and operate construction equipment.

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