

City and Borough Sitka, Alaska

Class Specification

Class Title	PT Building Maintenance Worker (Seasonal)
Class Code Number	5031
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	April 8, 2011

General Statement of Duties

Performs preventative maintenance and repairs on designated building systems with the emphasis on painting and maintenance to ensure full and productive use of City facilities and other related projects; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to implement a preventative building maintenance program for most City owned facilities, with a major emphasis on painting and maintenance systems in those facilities. The work is performed under the direct supervision of the Public Facilities Manager, but considerable leeway is granted for the exercise of independent judgment and initiative. 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, suppliers, vendors and the public. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards. Employee will input data into the City Computerized Maintenance Management System (CMMS).

Examples of Essential Work (Illustrative Only)

- Maintains records on preventative maintenance for applicable City facilities;
- Performs routine painting and preventative maintenance and repairs on all City owned buildings and facilities;
- Examines buildings and facilities on a regular basis to determine needed repairs and maintenance;
- Maintains accurate records for health and safety;
- Maintains suitable supplies for equipment;
- Responds in a timely manner to requests for minor repairs to City facilities;

- Provides required on call assistance to emergency call-outs for building repairs;
- 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 principals, practices, and new developments in assigned work areas;
- Responds to citizens questions and comments in a courteous and timely manner;
Input data into CMMS database;
- Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Ability to demonstrate skill in the operation of painting, hand, power, and drain cleaning tools;
- Demonstrate the desire to maintain career improvement;
- Ability to maintain power and hand tools needed in the completion of work;
- Ability to comprehend and follow safety rules and regulations;
- Ability to communicate with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- 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
- Extensive experience and the ability to repair, maintain and paint the various building systems
- 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 driver's license;
- Ability to obtain a first aid and a CPR certification within six (6) months of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to access building condition and communicate maintenance needs to supervisor;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to prepare surfaces, apply coatings and caulk;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work on ladders, preparing surfaces and applying finishes
- Sufficient personal strength to lift pressure washers, 5 gallon buckets of paint, ladders and other equipment.

• • • END • • •