

City and Borough Sitka, Alaska

Class Specification

Class Title	Harrigan Centennial Hall Supervisor
Class Code Number	6020
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	June 15, 2016

General Statement of Duties

Supervises and performs maintenance and staff support duties in the operation of Harrigan Centennial Hall (HCH); performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain a clean, pleasant and safe environment for various meetings, events and related activities in and around HCH. This class is distinguished from the class of HCH Building Attendant by the added responsibility of supervision on a job/project specific basis. The work is performed under the direct supervision of the HCH Manager but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in related departments in the City and Borough 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, business and community organizations and the public. The principal duties of this class are performed in a community event environment, involving the use of several cleaning agents and related chemicals.

Examples of Essential Work (Illustrative Only)

- Supervises projects as assigned by the HCH Manager, ensuring an adherence to all safety standards, project objectives and customer service;
- Trains employees in the standard procedures and practices for cleaning, maintaining and arranging the rooms within the facility;
- Monitors building systems, HVAC, IT, etc., to ensure a working order and reports any problems to the HCH Manager;
- Takes room reservations for HCH;
- Maintains accurate records of all maintenance and support activities as necessary;
- Performs a daily activity of public relations through speaking with citizens and explaining through actions and words the goals and purposes of HCH;
- Organizes the various rooms within HCH according to specified needs of patrons;

- Sets up audio visual, sound equipment, IT equipment or other features of HCH and provides instructions to all patrons in the proper use of facility equipment;
- Responds to requests for information from the public, referring them to other departments and/or agency as necessary and representing the City and Borough of Sitka in a courteous and professional manner;
- Monitors activities within the museum and other areas of HCH to ensure compliance to all rules and regulations and reports serious incidents to HCH Manager;
- Performs cleaning duties in keeping HCH in a clean, safe and orderly fashion;
- Maintains kitchen to health standards set by the State of Alaska;
- Cleans restrooms and stocks with all necessary supplies;
- Performs janitorial duties to ensure cleanliness of the facility;
- Vacuums carpets, picks up trash, polishes brass fixtures and other janitorial duties as necessary;
- Maintains the grounds around the facility;
- Performs light maintenance around the facility, including replacing light bulbs and related fixtures and ensuring all aspects of the building are in working order;
- Performs snow removal and ensures a safe exterior of HCH;
- Provides information to the HCH Manager for the use in policy development and reports any serious problems as necessary;
- 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;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of standard equipment and materials used in building maintenance and janitorial duties;
- Good knowledge of audiovisual equipment, sound systems, and IT equipment is preferred;
- Some knowledge of the purpose and procedures of recreation/community facilities;
- Ability to train and supervise the work of others;
- Ability to work in close cooperation with various patron groups and implement building features to fit their needs;
- Ability to follow detailed instructions for the arrangement of facility rooms for special events;
- Ability to use a computer;
- Ability to follow instructions with a close attention to detail;
- Ability to provide customer service in a professional and courteous manner;
- Ability to communicate well 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 prepare and present accurate and reliable reports containing findings and recommendations;

- Ability to operate or quickly learn to operate a computer using standard or customized software applications appropriate to assigned tasks;
- 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 computers, audio visual, sound equipment and IT equipment; and
- Some experience in janitorial duties; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor activities within HCH;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform janitorial and maintenance duties;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of HCH.

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