

City and Borough Sitka, Alaska

Class Specification

Class Title	Building Maintenance Specialist
Class Code Number	5030
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	September 2010

General Statement of Duties

Performs preventative maintenance and repairs on designated building systems with emphasis on heating and ventilation systems 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 develop and implement a preventative building maintenance program for most City owned facilities, with major emphasis on heating and ventilation systems in those facilities. The work is performed under the direct supervision of the Public Works Facilities Manager, but extensive 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 and the public. The principal duties of this class are performed in an outdoor environment that may involve adverse weather conditions and related hazards.

Examples of Essential Work (Illustrative Only)

- Maintains records on preventative maintenance for applicable City facilities;
- Performs routine 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;
- Assists in establishing replacement schedules on building equipment pertaining to heating and ventilation systems;
- Operates snow removal equipment to maintain sidewalks as required;
- 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

- Ability to understand and read blue prints relating to building HVAC systems, plumbing and basic electrical systems;
- Thorough knowledge of locksmithing and basic carpentry;
- Ability to demonstrate competence in computerized building HVAC systems;
- Ability to demonstrate skill in the operation of hand, power and drain cleaning tools;
- Demonstrate the desire to maintain career improvement;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to comprehend and follow safety rules and regulations;
- 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 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 maintain, repair the various building systems;
- Extensive experience in plumbing installation and repair; 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 driver's license;
- Possession of a valid Alaska 3rd Class Boiler license;
- Possession and maintenance of a first aid and CPR certification;

Essential Physical Abilities

- 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;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely;
- Sufficient manual dexterity with or without reasonable accommodation;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in confined spaces and climb ladders.

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