

City and Borough Sitka, Alaska

Class Specification

Class Title	Public Works Building and Grounds Manager
Class Code Number	5065
FLSA Designation	Exempt
Pay Grade and Range	38
Effective Date	September 2010

General Statement of Duties

Plans, organizes and directs the operations and activities of the Building Maintenance, Building Department, Parks and Recreation, Special Projects, and Grounds Maintenance; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the Building Maintenance, Building Department, Parks and Recreation, Special Projects, and Grounds Maintenance operations for the City and Borough of Sitka. The work is performed under the direct supervision of the Public Works Director but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of employees in the classes of Facilities Manager, Parks and Recreation Manager, the Building Official and all other personnel within the chain of command of the each of the classes indicated. 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, businesses and community organizations, State and federal Officials and the public. The principal duties of this class are performed in a general office and maintenance yard environment.

Examples of Essential Work (Illustrative Only)

- Provides administrative oversight for all projects and activities within the Grounds Maintenance, Building Maintenance, Parks and Recreation, and Special Projects;
- Evaluates the effectiveness of preventive maintenance programs for public work facilities, equipment and vehicles and develops new programs as necessary;
- Develops and implements procedures and policies for the City's maintenance and repair operations to ensure that services are provided in a timely and efficient manner;
- Periodically conducts field inspections of City facilities and infrastructure to ensure assets are properly maintained and repaired; identifies deficiencies; and issues work orders to first line supervisors to correct these conditions;
- Confers with and keeps the Public Works Director apprised of maintenance, repair and minor construction plans, programs and activities;

- Generates a monthly performance report for the Public Works Director detailing workload and work activities;
- Inspects damage to City buildings, equipment and facilities to determine appropriate repair and coordinates the repair work;
- Assumes ownership of the training programs, including assessing needs, documenting course work, and recommending opportunities to ensure employees receive proper training to safely and effectively perform their duties;
- Identifies, analyzes and resolves problems and issues between the Building Maintenance, Building Department, Parks and Recreation, Special Projects, and Grounds Maintenance sections and other Public Works sections, outside agencies, other governmental units and the public;
- Responsible for the preparation of annual budget for maintenance, repair and construction activities and maintains actual expenditures within allocated limits;
- Monitors and approves of related Building Maintenance, Building Department, Parks and Recreation, Special Projects, and Grounds Maintenance expenditures;
- Prepares and presents contracts, agreements, leases, projects and issues to the Public Works Director, Administrator and Assembly as necessary and required;
- Conducts and manages planning activities to maintain financial, technical and legal levels of service acceptable to the community for Building Maintenance, Building Department, Parks and Recreation, Special Projects, and Grounds Maintenance;
- Coordinates Building Maintenance, Building Department, Parks and Recreation, Special Projects, and Grounds Maintenance activities with various boards, commissions, the City and Borough Assembly and the public 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;
- 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;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees and disciplines as necessary;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of supervised operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of all phases of engineering design, analysis, construction, inspection, program management and contract administration;
- Comprehensive knowledge of local, State and Federal laws, statutes, ordinances, assistance and grant programs applicable to Public Works projects;
- Comprehensive knowledge of techniques, principals and practices of financial management within a municipality;
- Thorough knowledge of current practices and principles involved in public administration;
- Ability to prioritize work objectives with limited funding and human resources;
- 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 personal 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 an accredited college or university with a Bachelor's Degree or equivalent, preferably a degree in Engineering; and
- Five years of full time experience in public works and public utility operation; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

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 observe plans, blueprints and related materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to prepare reports in hardcopy and electronic form;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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