

City and Borough Sitka, Alaska

Class Specification

Class Title	Building and Grounds Maintenance Specialist
Class Code Number	5042
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	March 2018

General Statement of Duties

Perform preventative maintenance, improvements, and repairs on designated city structures including buildings, grounds, recreation and athletic facilities, special projects, or 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 and grounds maintenance program within the City and Borough of Sitka. The work is performed under the direct supervision of the Building, Grounds and Parks Supervisor but leeway is granted for the exercise of independent judgement and initiative. Direct supervision may be exercised over contract work or temporary hires. 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 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)

- Assists the Building, Grounds and Parks Supervisor and team in managing, organizing and supervision of operations, including supervising personnel, prioritizing work, allocating resources, establishing objectives and inspecting final work;
- Maintains records on preventative maintenance for applicable City facilities and grounds;
- Examines buildings, grounds, and facilities on a regular basis to determine needed repairs and maintenance;
- Perform improvement, replacement, and repairs as directed to structures, buildings, athletic fields, recreation facilities, and grounds;
- Provides required on call assistance to emergency call-outs for building repairs;
- Ability to operate and run heavy equipment to perform job duties;
- Maintains accurate records for health and safety;
- Responds in a timely manner to requests;
- Operates equipment for snow removal or as weather dictates;

- Operates light to medium equipment, including dump trucks, loaders, backhoes, forklifts, bulldozer, plow truck, vacuum truck, etc.;
- Uses hand tools such as hammers, picks, shovels, rakes, and other tools related to the duties;
- Operates power equipment, including push and riding mowers, chain saws, edger, weed eaters, grinders; snow removal equipment, etc.;
- Plants trees, shrubs and plants, landscapes new construction areas and repairs, maintains, or replaces landscaping disturbed during construction projects;
- Cleans and maintains city structures and grounds;
- Cleans, maintains and repairs tools, equipment and facilities;
- 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 professional, courteous and timely manner;
- Performs other related duties as assigned.

Preferred Knowledge, Skills and Abilities

- Ability to understand and read blueprints relating to building systems, plumbing, and basic electrical systems;
- Thorough knowledge of carpentry, and general construction including masonry/concrete, sheetrock, framing;
- Thorough knowledge of the operations and upkeep of all heavy equipment used in municipal operations;
- Familiarity with mechanical, electrical and plumbing systems and equipment; carpentry, doors, locks, windows, furniture, equipment and room finishes;
- 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 and participates in inspections to ensure compliance with codes and safety regulations;
- Skills in the operation of hand and power tools;
- Ability to understand and follow policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Abilities 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;
- Ability to weld and fabricate;
- Understanding of painting and painting practices;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Considerable experience in construction and public works maintenance, including heavy equipment operation; 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 commercial driver's license (CDL) Class B or ability to obtain a CDL Class B license within 6 months of employment; and
- 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 communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor the progress of work crews;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- 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 tools and equipment safely in and out of a truck and around a worksite;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit worksites throughout the City and Borough and to work in confined spaces, trenches, rough terrain and access and operate construction equipment.

• • • END • • •