

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Maintenance Mechanic I/Bldg. Maintenance
Supervisor: Building Maintenance Supervisor	Department: Public Works
Wage Grade: 3	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: <i>Harold B. Dinkley</i>	Date: <i>11/20/03</i>
Reviewed By: <i>DMH</i>	Date: <i>11-21-03</i>
HR Approval: <i>Kim Hughes</i>	Date: <i>11-19-03</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **11-2003**

What is the overall purpose and objective of this position (why does this position exist)?

This entry level performs a variety of unskilled and semi-skilled tasks to maintain, repair, and upgrade City buildings, parks and facility grounds.

Explain the level of supervision received: **Receives direct supervision from the Building Maintenance Supervisor.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- 1. Performs minor semi-skilled building maintenance such as painting, janitorial, grounds keeping, and other unskilled and semi-skilled trades work.**
- 2. Assists with skilled building maintenance with direct supervision.**
- 3. Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.**
- 4. Assists in repairs on appliances, furniture, shop equipment, and grounds equipment.**
- 5. Keeps records of work completed.**
- 6. Handling, transporting and storing materials.**
- 7. Snow removal.**

Does this position have access to confidential information? Yes _____ No **X** If yes, please provide detail.

Does this position have access to or handle City funds? Yes **X** No _____ If yes, please provide detail. **Has indirect access to City funds through use of LPO's and MRO's.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes **X** No _____ If yes, please explain. **Must be able to understand verbal instructions and directions for job accomplishment and safety. Must be able to read and understand drawings and illustrations.**

What are the minimum qualifications necessary for his position?

Education and Experience:

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- **Valid Alaska Drivers License.**
- **Any combination of education and experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Vocational training or professional experience in building system maintenance or landscaping.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Ability to operate a motor vehicle.**
- **Ability to learn standard building and system repairs, maintenance, and record keeping.**
- **Ability to learn standard safety practices.**
- **Good housekeeping skills.**
- **Ability to establish and maintain productive working relationships with City of Unalaska staff, the public, vendors, and agencies.**
- **Ability to learn rules, regulations, policies and procedures, and terminology used in a Public Works building maintenance division.**
- **Ability to maintain professionalism.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Knowledge and ability to use and care for hand and power tools used in building and grounds maintenance and repairs.**
- **Must be able to manipulate tools, objects, and equipment controls.**
- **Ability to follow direction.**
- **Ability to obtain forklift certification.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	<input type="checkbox"/>
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:

Employee must be able to troubleshoot and solve problems. Needs communication and interpersonal skills for contract with other departments, vendors, and supervisor. Needs manual dexterity to do repairs.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this

position? If so, please provide detail: **A valid Alaska driver's license. Will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **Ability to obtain forklift certification. All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work, work space, inclement weather, etc.) Yes X No If yes, please explain: **Occasional emergency or non-traditional work hours may be necessary. Must be willing to work outside in dusty, wet, windy, cold, and snowy environment; in darkness, high noise and vibration.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

a. Standing	X	<u>80%</u> of time
Walking	X	<u>15%</u> of time
Sitting	X	<u>5%</u> of time

Work is primarily on feet with some sitting.

b. Lifting	X	<u>100</u> lbs.
Carrying	X	<u>75</u> lbs.

Unloading and placing building materials.

Pushing	X	<u>100</u> lbs.
Pulling	X	<u>100</u> lbs.

2. Climbing	X
Balancing	X

Must install materials and do repairs in high and cramped places.

3. Reaching	X
Handling	X

Must be able to reach into tight spots, be able to handle tools properly.

4. Stooping	X
Kneeling	X
Crouching	X
Crawling	X

Must be able to get to difficult repairs.

Crawling	X	
5. Speaking	X	Must be able to communicate and hear instructions.
Hearing	X	
6. Seeing	X	Must be able to drive.
Depth Perception	X	Color vision required for electrical work.
Color Vision	X	

HISTORY SUMMARY

11-2003 Included probationary period and current language for drug testing.
Put JD in current format. Updated and included current language. Removed CDL requirement and changed to AK DL only.