



POSITION VACANCY NOTICE

CITY OF KETCHIKAN

SPECIFICS

June 27, 2018

TITLE: MAINTENANCE TECHNICIAN – DAYS

DEPARTMENT:	Public Works	DIVISION:	Streets
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 am – 4:30 pm
GRADE & STEP:	348 / A	DUTIES:	See attached job description
HOURLY:	\$21.07/hour	UNION STATUS:	YES

Special Requirements:

One year of general maintenance, repair, and construction experience;
Applicant must possess valid Alaska driver's license; must be able to obtain a CDL
within 6 months of hire

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED

WHERE: Local Only Statewide Pacific NW National

PUBLICATIONS: Ketchikan Daily News; Job Service; City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION:

<http://www.ktn-ak.us/jobs>

or contact Human Resources at (907) 228-5631

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

MAINTENANCE TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of maintenance, repair, and construction work in the completion of Public Works activities and operations including in the areas of streets, sewers, public buildings, and related facilities; operates and maintains maintenance and construction tools and equipment.

The City of Ketchikan owns and operates many public facilities including, but not limited to parking lots, port facilities, streets, sewers, sidewalks, stairways, buildings and a landfill. The Maintenance Technician is responsible for providing maintenance and repair services for these facilities in a safe, efficient manner and is frequently required to make independent, sound judgments in projects affecting the public health and safety, and to work without direct supervision. The Maintenance Technician must perform these duties in a manner that reflects positively on the city and the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of maintenance, repair, and construction work on various City facilities, structures, and systems including in the areas of streets, sewers, public buildings, and other public facilities.
2. Operates construction and maintenance equipment including trash compactor, landfill dozer, endloader, backhoe, street sweeper, sand truck, sewer jet truck, grader, and a variety of hand and power tools.
3. Conducts traffic control when working in traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
4. Transports equipment and material to work sites; loads and unloads equipment and materials.
5. Performs various duties involved in the installation, repair, and maintenance of streets; fills pot holes and repairs road edges with patch material; removes and replaces asphalt in areas damaged for system repair and areas of asphalt that are failing; removes roadway hazards.
6. Performs various duties involved in the installation, repair, and maintenance of sidewalks, curbs, and related systems; repairs or replaces cracked, raised, sunken, or otherwise damaged sidewalks, curbs and gutters; builds concrete forms and pours and finishes concrete.
7. Performs a variety of duties in the installation, repair, and maintenance of outside staircases throughout the City.
8. Maintains, trims, prunes, and removes trees, brush, and weeds along City right-of-ways; removes broken branches and fallen trees from public streets, sidewalks, drainage ditches, and creeks; prunes and cuts limbs and foliage hanging over roads and sidewalks.
9. Performs various duties involved in the installation, repair, and maintenance of the City's sewer system.
10. Performs various duties involved in the repair and maintenance of the City's buildings and facilities.
11. Removes and plows snow from City streets; spreads sand on icy streets.

12. May operate a mechanical, motor-driven street sweeper in the cleaning of City streets, curbs, and gutters; inspects and adjusts brooms; checks fuel and oil levels and performs basic equipment maintenance and repair; dumps loads and sweepings; maintains records.
13. Performs special projects as required.
14. Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints.
15. Maintains cleanliness of assigned work areas and facilities; cleans and maintains assigned vehicles and equipment.
16. Maintains assigned records.
17. Utilizes proper safety precautions related to all work performed.
18. Assists other personnel within Public Works as necessary.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of assigned public works maintenance and repair program.
Methods and techniques of general construction, maintenance, and repair related to the area of work assigned.
Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.
Proper procedures used in the maintenance and repair of hand and power tools.
Practices and procedures of traffic control.
Principles and practices of tree care, pruning, and removal.
Materials, methods, terminology, and tools used in the maintenance and repair of streets, storm drains, sidewalks, curbs, and related systems.
Principles and practices of record keeping.
Occupational hazards and standard safety practices.

Ability to:

Perform a variety of maintenance, construction, and repair work in the area of work assigned.
Ensure safety around work areas in high traffic.
Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
Operate a variety of vehicles and equipment in a safe and effective manner.
Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
Maintain and repair a variety of tools and equipment.
Read maps, blue prints, and diagrams.
Ensure adherence to safe work practices and procedures.
Work independently in the absence of supervision.
Maintain records including time and material use records.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of general maintenance, repair, and construction experience.

License or Certificate:

Possession of a Class B driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights. Occasional contact with residents and visitors to the community. Work hours may include night shift. Incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-48
Job Position Code: 37699
Union: Yes/GGU
FLSA: Non-Exempt
Date Approved: July 18, 1990
Date Amended: February 17, 1993
Date Amended: June, 2007 (*Johnson & Associates*)

Human Resources Manager Approval

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