



**POSITION VACANCY NOTICE
CITY OF KETCHIKAN**

May 2, 2019

SPECIFICS

TITLE: TEMPORARY MAINTENANCE WORKER			
DEPARTMENT:	Port & Harbors		
STATUS:	Temporary Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 4:30 PM
GRADE /STEP:	848 / A	DUTIES:	See attached job description
HOURLY:	\$21.94	UNION STATUS:	NO
SPECIAL REQUIREMENTS:			
Two years of experience in the maintenance and repair of facilities; Knowledge of small gasoline repair and gas/arc welding preferred; Alaska driver’s license required; must be able to obtain a CDL within 6 months or hire.			

ADVERTISING REQUIREMENTS

Position closes: March 1, 2019 @ 5:00 PM
APPLICATIONS MUST BE RECEIVED BY CLOSING DATE
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
PUBLICATIONS: Ketchikan Daily New; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION GO TO: http://www.ktn-ak.us/jobs OR CALL HUMAN RESOURCES @ 907-228-5631
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CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

PORT & HARBORS MAINTENANCE WORKER

*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 full range of duties involved in the maintenance and repair of City port and harbors facilities and equipment, including floats, docks, ramps and associated upland areas; provides for waste oil management for the harbors; and operates and maintains a variety of tools, equipment, and vehicles.

Ketchikan is a marine and boating oriented community whose responsive and economic provision of public marine facilities is essential to the continued economic and recreational health of the community. The Port & Harbors Maintenance Worker is responsible for the physical upkeep of the city port and harbors in a safe, sound and efficient manner; service and repair of emergency equipment and tools; and the harbors waste oil management system. The Port & Harbors Maintenance Worker must perform these duties in accordance with local, state and federal standards, and 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. Conducts and records the results of scheduled inspection of port and harbors; plans and estimates material and costs of routine maintenance and damage repair.
2. Performs a variety of carpentry, plumbing, welding, and other maintenance and repair tasks for City port and harbors facilities and equipment including floats, docks, ramps, water lines, and associated upland areas.
3. Performs waste oil collection, sampling, and disposal duties to provide waste oil management for the harbors.
4. Provides for general cleanup of City port and harbors facilities including picking up trash and emptying trash containers.
5. Performs routine service and repairs of emergency equipment; operates a variety of maintenance equipment and hand and power tools in a safe and efficient manner; maintains tools and assigned equipment; performs preventive maintenance on equipment.
6. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
7. Maintains cleanliness of assigned work areas and facilities.
8. Utilizes proper safety precautions related to all work performed.
9. Maintains records of equipment and maintenance.
10. 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 a port and harbors maintenance and repair program.

Materials, methods, terminology, and tools used in the maintenance and repair of port and harbors structures including those used in performing carpentry, plumbing, welding, and other maintenance and repair work.

Operational characteristics of tools and equipment used in port and harbors maintenance activities.

Proper procedures used in the maintenance and repair of hand and power tools.

Basic mathematical principles.

Principles and practices of record keeping.

Occupational hazards and standard safety practices.

Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Perform a full range of tasks involved in a variety of port and harbors maintenance and repair activities including those requiring carpentry, plumbing, and welding.

Safely drive and skillfully operate power equipment and hand tools involved in port and harbors maintenance and repair.

Maintain and repair a variety of tools and equipment.

Perform heavy manual labor.

Maintain records including time and material use records.

Ensure adherence to safe work practices and procedures.

Respond to requests and inquiries from the general public

Work independently in the absence of supervision.

Understand and carry out oral and written directions.

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:

Two years of experience in the maintenance and repair of facilities.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a valid Commercial Driver's License is only required for the Regular Full-time Maintenance Worker.

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; occasionally works inside; 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 the boating public and vendors.

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: 8-48

Job Position Code: 38021

Union: No

FLSA: Non-Exempt

Date Approved: January 8, 1991

Date Amended: May 19, 2010

Date Amended: June, 2007 (*Johnson & Associates*)

Human Resources Manager Approval

City Manager Approval