



## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION:**

Facilities Maintenance Worker with Public Works Department – Maintenance and Operations Division

### **POSITION LOCATION:**

Saint Paul Island, Alaska.

### **POSITION CLASSIFICATION AND HOURS:**

Regular Appointment, Full-Time

### **JOB SUMMARY:**

Facilities Maintenance Worker will assist with maintaining City facilities by performing general preventive maintenance, construction, carpentry, plumbing and electrical work.

This position works under the direct supervision Public Works Director or designee and may take functional direction from the City Clerk or Public Works Administrative Assistant. This is considered an entry level position where work is performed according to established policies, procedures, and/or protocols with little variance from those procedures.

The position involves frequent contact with division, department, other City employees, and the general public. Close attention to the safety of the work environment is required.

### **ESSENTIAL JOB FUNCTIONS:**

The following are essential job functions of an Administrative Assistant:

1. Repairs and maintains City housing, buildings, and grounds.
2. Performs snow removal and grass trimming around City buildings and on public roadways.
3. Performs general carpentry work, including but not limited to: painting; hanging doors; installing flooring; drywall repairs, siding, etc.
4. Performs general plumbing work, including but not limited to: installing, repairing and maintaining pipe, fittings and fixtures; unplugging sinks and toilets; linking water connections.
5. Assists with general electrical work, including but not limited to: installing and maintaining heating and cooling systems; connecting and wiring lighting, equipment and circuits; and repairing street lights.
6. Assists with special Public Works related projects.
7. Operates heavy equipment such as loader, excavator, grader, and/or forklift.
8. Maintains records of work orders assigned and completed.
9. Assists with ensuring the safety, cleanliness, and up-keep of assigned work locations.
10. Assists with performing preventative maintenance on small hand and power tools. Oils, greases and adjusts tools and makes minor repairs.
11. Reports defects and hazards; recommends improvements, alterations, and repairs.
12. Performs other activities as required or as directed by the Public Works Director or designee.

### **QUALIFICATIONS:**

1. Must be at least eighteen (18) years of age.
2. Must possess a valid Alaska Driver's License.
3. High school diploma or GED.
4. Must be a team player.



5. Must be able to communicate effectively, orally and in writing.
6. Three (3) years of experience in facilities maintenance including construction, carpentry, plumbing and/or electrical preferred.
7. Ability to adapt to varying work sites and tasks.
8. Knowledge of or ability to learn and apply the principles and techniques of facilities maintenance including carpentry, plumbing, heating and cooling system repair and electrical work.
9. Must possess ICS 100, 200, 700, 800 certifications or have the ability to obtain within one (1) year from date hire.
10. 40-hour HAZWOPER certification or have the ability to obtain within one (1) year from date hire.
11. Ability to perform simple mathematical calculations.
12. Ability to detect and correct facility problems.
13. Knowledge of preventative maintenance techniques.
14. Knowledge and ability to operate heavy equipment.
15. Ability to move about field work environments in adverse weather conditions and hazardous conditions.
16. Capable of climbing ladders, on buildings, in tight places, bending, kneeling and twisting, crawling under buildings, in attics, etc.
17. Ability to safely utilize hand and power tools. May occasionally utilize light equipment. Includes ability to tolerate equipment and tool vibrations.
18. Ability to practice safety procedures to protect against exposure to both airborne and skin contact to hazardous materials, electrical currents, high places, machinery with moving parts, noise, severe cold weather conditions and other hazardous situations encountered while performing job responsibilities.
19. Ability to lift and carry an excess of 50 pounds, including lumber, boxes, tools or equipment.
20. Ability to record activities, conditions and comments on logs, work orders, reports and other documentation.
21. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
22. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
23. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 or seek an approved accommodation prior to employment with the City.
24. Other combinations of education and experience could provide the competencies, knowledge, skills, and abilities listed.

#### **WAGE AND BENEFITS:**

This is an hourly wage position ranging from \$22.25 to \$33.38 per hour, depending on education, experience, and skills.

Benefits include:

- Enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System
- Medical insurance with a 90/10 copay (*City pays 90%, employee pays 10%*)
- Life insurance
- Accrued annual and sick leave
- Holidays

#### **DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing an Application for Employment or by requesting and completing an Application for Employment electronically. A resume should accompany the completed application. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or for more information contact Aubrey Wegeleben, City Clerk at [awegeleben@stpaulak.com](mailto:awegeleben@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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