

CITY OF KODIAK, AK

CLASS SPECIFICATION TITLE: MAINTENANCE TECHNICIAN

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
B	2	1	Non-Exempt
<u>CLASS SUMMARY:</u>			
<p>This is the second of four levels in the Maintenance series. Incumbents are responsible for performing skilled and semi-skilled maintenance tasks on City streets and rights-of-ways, wastewater collection and storm water conveyance systems, landscapes, harbor facilities, and buildings that could include: performing inspections; implementing routine preventative maintenance and repairs; evaluating equipment and supplies as necessary to ensure effective operations; executing special projects/assignments such as snow removal; responding to emergency spill containment and cleanup calls and related events by evaluating hazards and determining corrective actions; and leading the work of seasonal and apprentice employees.</p> <p>The Maintenance Technician is distinguished from the Maintenance Assistant in that independently performs a wide range of maintenance activities.</p>			

Valid only when signed and dated by City Manager or authorized designee:

Amin H. H. H. H.
Signature

10/20/12
Date

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE-QUENCY</u>	<u>BAND/ GRADE</u>
1.	Prioritizes and assigns work to lower level staff; conducts performance evaluations; develops policies and procedures; ensures that employees follow policies and procedures; ensures staff are trained; maintains a healthy and safe working environment.	Daily 10%	B2
2.	Monitors, checks, inspects, and performs preventative maintenance activities to applicable fixtures, equipment, and/or associated systems to ensure continued and uninterrupted operation.	Daily 40%	B2
3.	Conducts special projects/assignments; responds to emergency spill containment and cleanup calls and related events by evaluating hazards and determining corrective actions.	Daily 30%	B2
4.	Monitors and maintains materials, supplies, equipment, and/or applicable inventory items in assigned area of responsibility; initiates the procurement of replacement items.	Weekly 20%	B2
5.	Performs other duties of a similar nature or level.	As Required	N/B

TRAINING AND EXPERIENCE (positions in this class typically require):
High School Diploma or GED and two to three years of maintenance, construction or trades experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Valid Alaska Driver's License or ability to obtain within 30 days of hire
- Class B Commercial Driver's License
- First Aid/CPR Certification
- Traffic Control Flagging
- Forklift Operator Certification

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Procedures and methods related to maintenance area of assignment;
- Applicable tools, equipment, and materials;
- Inventory principles;
- Recordkeeping principles;
- Applicable Federal, State, and local laws, rules, and regulations;
- Safe work practices;
- Computers and related software applications.

SKILLS (position requirements at entry):

Skill in:

- Performing maintenance and repairs in assigned area of responsibility;
- Operating applicable tools, equipment, and machinery in assigned area of responsibility;
- Estimating material, supply, equipment, and labor requirements for applicable projects;
- Utilizing applicable tools, equipment, and machinery;
- Preparing and maintaining records, logs, and related documentation;
- Performing manual labor;
- Prioritizing and assigning work;
- Training employees in proper work methods;
- Using a computer and applicable software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.



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PHYSICAL REQUIREMENTS:

Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

WORKING CONDITIONS:

Some work indoors in office or shop environment. Majority of work performed outdoors in varying weather conditions. Outdoor work often performed in inclement weather under physically demanding situations. Non-traditional work hours may be required with shift and day off assignments on rotating schedule may be required and are based on the needs of the department.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. 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.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (CMC)

Date: (08/2012)

Finalized by City of Kodiak Date: (10/2012)

