



Department:	Various
Supervisor:	Elderly Housing Department Head or as assigned
Prior Revision Date:	3/25/2022
This Revision Date:	9/1/2022
Revision Made By:	SG/ML/DKT
Revision Reviewed & Approved by:	SG
Employment Status:	PMEA Union
Date Provided to Bargaining Unit	9/12/2022

Petersburg Borough

Job Description

General Facilities Maintenance Technician

Definition

General Maintenance Technicians perform a variety of tasks including: maintenance, janitorial, groundskeeping, and repairs and improvements of buildings and facilities as needed and requested by the Department Head.

Supervision Received

The Maintenance Technician positions report to the Department Head or as delegated by the Department Head.

Supervision Exercised

None.

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

May perform a wide variety of maintenance on facilities such as snow removal, painting, janitorial, electrical, mechanical systems, exterior and interior structures, landscape features, carpentry, plumbing, appliances, basic equipment and general clean-up;

Performs physical labor including digging, lifting and unloading materials;

Operates hand or power tools incidental to the building trades including carpentry, electrical, mechanical, and plumbing tools;

Troubleshoots and may repair appliances, equipment, fixtures and building mechanical systems while evaluating component purchase and repair versus replacement;

Works in a skilled and efficient manner to accomplish basic carpentry, fixture installations, sheetrock and flooring installations.

May complete basic, routine preventative maintenance and inspections on equipment, pumps, boilers, HVAC systems, interior and exterior building components, facility grounds and all other systems where it may be required; this includes maintaining an inventory of such equipment and appliances present in the facilities assigned.

May operate Borough vehicles.

Performs multi-weekly mail run for Petersburg Elderly Housing and Assisted Living.

Transports administrative documents between Petersburg Elderly Housing and Assisted Living and the Administration/Finance Departments.

Knowledge and application of OSHA standards on maintenance for electrical appliances and building wiring. (I.e. Lock out/ Tag out program management and implementation).

Winterizes buildings and opens a building by preparing it for use by the community during the Spring and Summer.

Accomplishes daily janitorial services as need arises; such as scrubbing and dust mopping floors, mopping up spills, cleaning and plunging toilets, changing and stocking paper products, etc.

May be required to accomplish landscaping projects and maintenance of trees, plants, and flowers. May also be expected to mow lawns and keep the grounds free of trash/litter.

May evaluate glazing, insulation and weatherproofing systems and repair or revise the systems;

Understands plumbing installations and the correct methods of repairing potable water and sanitary sewer piping within municipal structures;

May be involved in the scheduling, and inspection process for any federal and/or state inspection requirements. This may include being responsible for ensuring compliance of equipment and mechanical systems to stated guidelines.

May be required to set up, take down, and clean up after Borough Events, and may be involved in facility seasonal decorating.

May consult with trade resources/technicians when needed for specialized repairs of equipment and appliances.

May perform any of these tasks in support and to assist other Borough employees in any Borough facility as assigned by management.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to the Maintenance classification is distinguished by an emphasis on ability to perform various maintenance and janitorial tasks associated with facility operations.

Working Conditions

The incumbent performs approximately 50% of duties outdoors and is exposed to a variety of weather conditions. Lifting requirements average 25-50 lbs, not normally exceeding 100 lbs. Physical injury could result from improper use or handling of tools or materials.

Qualifications

Must possess a current and insurable Alaska State Driver's License.

Must be free of non-treated communicable diseases.

Must be able to pass a background check

Must be able to keep resident/customer information confidential; and respect the rights of the users/residents of such facilities.

Must be able to organize and utilize time appropriately; sets priorities and accomplishes assigned tasks.

Any combination of experience and education which provide the applicant with the following:

Ability and willingness to work in adverse weather conditions when required. Must be able to safely work off a ladder and scaffolding;

Ability to work with minimal supervision in a safe and professional manner. Must possess the ability to recognize limitations and consult supervisor for direction as necessary;

Ability to operate power tools and hand tools customarily used in maintenance and construction, such as a circular saw, table saw, saber saw, chainsaw, drill, etc. in a skillful and careful manner;

Ability to identify facility or equipment deficiencies and execute repairs & maintenance;

Must have knowledge of the safety precautions associated with the building trades.

Ability to communicate clearly and concisely, both verbally and in writing

Ability to perform physical work as required.

Ability to establish and maintain effective working relationships with fellow employees and the general public; work cooperatively with supervisors and display willingness to assist co-workers.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date