



CITY OF SAINT PAUL

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JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

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

POSITION LOCATION:

St. Paul Island, Alaska.

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Full-Time; Hours may vary.

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 of the Inventory/Public Works Specialist and may take functional direction from the Public Works Director. 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:

1. Repairs and maintains City housing, buildings and grounds.
2. Performs general carpentry work, including but not limited to: painting; hanging doors; installing flooring; drywall repairs, siding, etc.
3. Performs general plumbing work, including but not limited to: installing, repairing and maintaining pipe, fittings and fixtures; unplugging sinks and toilets; linking water connections.
4. 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.
5. Assists with special Public Works related projects.
6. Maintains records of work orders assigned and completed.
7. Assists with ensuring the safety, cleanliness and up-keep of assigned work locations.
8. Assists with performing preventative maintenance on small hand and power tools. Oils, greases and adjusts tools and makes minor repairs.
9. Reports defects and hazards; recommends improvements, alterations and repairs.
10. 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. High school diploma or GED.
3. **Must possess a valid Alaska Driver's License. Must have a clean driving record.**
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. Ability to perform simple mathematical calculations.
10. Ability to detect and correct facility problems.
11. Knowledge of preventative maintenance techniques.
12. Knowledge and ability to operate heavy equipment.
13. Ability to move about field work environments in adverse weather conditions and hazardous conditions.
14. Capable of climbing ladders, on buildings, in tight places, bending, kneeling and twisting, crawling under buildings, in attics, etc.
15. Ability to safely utilize hand and power tools. May occasionally utilize light equipment. Includes ability to tolerate equipment and tool vibrations.
16. 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.
17. Ability to lift and carry an excess of 50 pounds, including lumber, boxes, tools or equipment.
18. Ability to record activities, conditions and comments on logs, work orders, reports and other documentation.
19. 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.
20. Must abide by the City of Saint Paul's alcohol and drug free work place policies and submit to a pre-employment drug test.
21. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

WAGE AND BENEFITS:

The wage for this position ranges from \$18.79 to \$23.10 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, or more information contact Monique Baker, City Clerk at mbaker@stpaulak.com or at www.stpaulak.com.

Posted December 3, 2018.