City & Borough of Wrangell Position Description

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| Position: Maint Specialist I/Heavy Equip Operator Trainee | Position Number:  |
| Department/Site: Public Works | FLSA: Non-exempt |
| Evaluated by: Director of Public Works  | Salary Grade: 15 |

# **Summary**

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| Assists with construction, maintenance, repair and alteration of streets, sidewalks, drainage, sewer and water utilities. Operates various public works heavy equipment in performance of Public Works projects and other City department projects. Primarily assists with street and utility work but will also be used to assist and fill in within all public works divisions as needed. Works independently or cooperatively with others under the daily direction and supervision of the Public Works Foreman. |

## Distinguishing Career Features

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|  The Maintenance Specialist I is the first step on the multi-stage Maintenance Specialist career path. Promotion to Maintenance Specialist II/Heavy Equipment Operator is required within three years and is possible upon sufficient time and satisfactory performance demonstrating knowledge of how to operate heavy equipment and the ability to satisfy all requirements of that job description. |

## Essential Duties and Responsibilities

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| * Assists with road construction, maintenance, and repair of City streets, sidewalks, alleys, and public areas including, but not limited to, grading of gravel roads, pothole repairs on asphalt and concrete roads, marking of crosswalks and painting curbs, sign installation and maintenance, cleaning of catch-basins and ditches, brush removal, sweeping, and removal of snow in winter.
* Assists with sewer, water construction, maintenance, repair and alterations including locating utilities, using heavy equipment and hand tools to excavate utilities without causing additional damage to underground lines, fixtures, and structures, backfilling and compacting the excavation, and repairing the road surface. Installs, maintains, and repairs, fire hydrant system. Will be required to operate various utility tracing and video inspection equipment.
* Keeps detailed records of all work performed and updates utility as-builts as work is performed.
* Assists in locating and laying out grave plots, digging, shoring, and back filling graves, placing caskets and urns in plots, setting grave markers, and leaving Cemetery in satisfactory condition.
* Responsible for the proper and safe use and maintenance of all assigned city equipment. Keeps equipment properly fueled and lubricated, performs or assists with tire work, and assists mechanics with repairs or maintenance if needed.
* Participates in all job related training and required safety training. Promotes continuous improvement of workplace safety and environmental practices.
* Will work with various levels of independence under the supervision of the Public Works Foreman and will often work under the direction of other Public Works employees and City departments that require the assistance of Public Works.
* May perform any of various duties required in the operation of the City rock pit, including moving rock with dozer, excavator, wheeled loader, or dump truck and operating and maintaining the rock crusher.
* Scheduled and emergency projects occasionally require extended working hours and overtime, especially during winter snow removal efforts.
* Assists with facilities maintenance when extra help or expertise is needed.
* May assist with work within other Public Works divisions as manpower needs arise.
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## Qualifications

* **Knowledge and Skills**

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| * Will be required to participate in other job related training and safety training as it is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.
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* **Abilities**

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| Ability to read and interpret documents such as project specification and prints, safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate calmly and effectively with citizens and fellow City employees. Ability to add, subtract, multiply and divide. Ability to perform these operations while often converting between different units of measurement. Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to adapt to situations that frequently are not as anticipated or planned for. |

* **Physical Abilities**

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| Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, and walk in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone. |

* **Education and Experience**

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| Must have a high school diploma or general education degree (GED); or must have sufficient education to clearly read, write, and speak English and have one year of applicable experience in addition to that listed below. Must work effectively and cooperatively with other employees.  |

* **Licenses and Certificates**

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| * Required to obtain an Alaska Class A Commercial Driver’s License (CDL) with tanker endorsement within six months.
* Must satisfy all requirements necessary and advance to “Maintenance Specialist II/ Heavy Equipment Operator” within three(3) years of employment as “Maintenance Specialist I/ Heavy Equipment Operator Trainee”.
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* **Working Conditions**

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| Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation. |

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.