



<b>Department:</b>	Public Works
<b>Supervisor:</b>	PW Director
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<b>Revision Made By:</b>	CC & Admin
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<b>Date Provided to Bargaining Unit</b>	12.13.2022

## **Petersburg Borough**

### **Job Description**

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### **PUBLIC WORKS**

### **FACILITIES MAINTENANCE SUPERVISOR**

#### **Definition**

The Facilities Maintenance Supervisor manages and/or performs a wide variety of tasks including: maintenance, groundskeeping, and repairs and improvements of buildings and facilities as needed and requested by the Department Head. These buildings and facilities include but are not limited to: Clausen Museum; Petersburg Public Library; Fire Station 1; Scow Bay Fire Hall; Public Works Building and associated outbuildings; Motor Pool Building; Municipal Building; Police Department; the Building Maintenance Shop; MVM Assisted Living and Elderly Housing; and Parks-&-Recreation. Other duties of the Facilities Maintenance Supervisor include: maintaining a Borough-wide preventative maintenance program, the Borough-wide master key/lock system, and snow removal duties for Borough buildings.

#### **Supervision Received**

The Facilities Maintenance Supervisor reports directly to the Public Works Director.

#### **Supervision Exercised**

Oversees and directs the performance of building maintenance personnel on a daily basis over a broad range of maintenance tasks. This includes hiring and management of contractors, if required and authorized. Participates in hiring and performance appraisals of maintenance personnel.

**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.)*

Maintains a Borough-wide preventative maintenance program and assures preventative maintenance for the above listed buildings and facilities is scheduled, performed, and logged appropriately.

Schedules and assigns maintenance work orders, projects, inspections and other activities necessary for the repair, maintenance and renovation of existing municipally-owned buildings in cooperation with the specific department head. Orders materials as authorized and required to accomplish the assigned work.

Schedules and coordinates individual tasks or projects with building occupants to avoid or minimize conflicts and disruption of routine staff work.

Performs a wide variety of maintenance on facilities such as snow removal, pressure washing, painting, electrical, mechanical systems (boilers, pumps, HVAC), exterior and interior structures, landscape features, carpentry, plumbing, appliances, locks/doors, basic equipment and general clean up, of which the following are some examples:

Performs physical labor including digging, lifting, and unloading materials.

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

Troubleshoots and may repair appliances, pumps, boilers, HVAC systems, lights, windows, roofing, siding, plumbing, doors/locks, and other building components.

Evaluates repair vs. replacement of faulty fixtures, equipment and components and makes recommendations to the Public Works Director.

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

Completes basic, routine preventative maintenance and inspections on equipment, pumps, oil-fired burners, boilers, HVAC systems, interior and exterior building components, facility grounds and all other systems where it may be required. This includes compiling, maintaining and tracking a list of such assets that are present in the assigned facilities.

Operates computers including a desktop and tablet, to track building assets; and receive, track and complete work orders using the Borough's computerized work order system. Computer use also includes understanding and operating building automation systems that control HVAC, lighting, and plumbing.

Communicates status of maintenance requests to appropriate parties in a professional and timely fashion. It is expected that upon arrival to the jobsite, the appropriate supervisor or department head will be contacted by the maintenance worker and asked to explain the maintenance needed; and upon departure from the jobsite, the appropriate supervisor or department head will be updated on the status of the project. If for some reason contact with the appropriate supervisor or department head is not an

option, it is expected that a follow-up email will be sent to such regarding the status of the project.

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.

Is directly involved in the scheduling and inspection process for any federal and state required inspections. This includes 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 seasonal decorating of facilities.

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

May be required to perform basic landscaping tasks such as mowing, trimming, edging, tree limbing/pruning, weed control, sidewalk cleaning, and other such activities as are needed to maintain grounds.

May operate an ATV with plow, sand truck, or plow truck to clear sidewalks and parking lots, in the course of snow removal duties.

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 Facilities Maintenance Supervisor classification is distinguished from other Building Maintenance positions by emphasis on managerial skills and a comprehensive knowledge of building maintenance activities and related trades. This position must be able to organize and schedule maintenance activities for multiple Borough buildings along with having the ability to perform skilled labor in support of the Borough's building maintenance program.

### **Working Conditions**

Incumbent performs approximately 50% of duties in an outdoor environment and is exposed to a variety of weather conditions. Potential lifting requirements of approximately 100 lbs. are common. Physical injury can result from exposure to a variety of occupational hazards including: improper use or handling of tools or materials; not following established safety procedures such as lock out/tag out; and working in the presence of heavy equipment and machinery.

## 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; set priorities and accomplish tasks efficiently.

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

Ability to effectively and efficiently organize and schedule building maintenance personnel, tasks and projects for multiple Borough buildings.

Ability to utilize computers in support of building maintenance tasks and building automation equipment.

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, professional, and efficient manner.

Must possess the ability to recognize limitations and consult the Department Head for direction as necessary.

Ability to operate vehicles, hand tools, power tools and machinery in a safe and careful manner.

Ability to follow verbal and written instruction and complete tasks as assigned.

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

Ability to identify facility, infrastructure or equipment deficiencies and execute repairs and maintenance.

Ability to read and interpret building plans and mechanical and electrical schematics.

Must have knowledge of the safety hazards normally associated with the building trades and public works and demonstrate good vocational safety habits.

Physical ability to perform the work of the class.

Teamwork: Must have the 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.**

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Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date