FACILITIES MAINTENANCE SPECIALIST

I. BASIC FUNCTIONS:

The employees occupying the position of this class are responsible for overseeing, coordinating, and participating in the general maintenance, preventive maintenance, repair, and construction of mechanical or electrical components or systems for Borough wide facilities and for overseeing and coordinating the general operation, maintenance, and repair of water and sewer systems and overseeing and participating in the preventative maintenance of these utility systems. The employees occupying this position are responsible for managing a variety of professional services and contracts associated with Borough projects. This is a bargaining unit position.

II. DISTINGUISHING CHARACTERISTICS:

The Facilities Maintenance Specialist is expected to ensure the proper maintenance, -repair, and construction of mechanical or electrical components or systems through contract service providers or by performing the work, as needed. Specialists are normally responsible for a specific trade discipline, although they may participate in other trade areas depending on the needs of the Borough. Work is performed with considerable independence, requiring the application of judgement and discretion when dealing with contractors, vendors and other employees in accomplishing responsibilities. Responds to maintenance and repair needs, as required by department procedures.

The Facilities Maintenance Specialist is expected to ensure the proper operation, maintenance, and repair of water and sewer systems through contract service providers or by performing the work, as needed. Work is performed with considerable independence requiring the application of mature judgment and discretion in accomplishing responsibilities. Considerable effort is expended in working with utility users.

Supervision Received:

Supervision is received from the Operations and Maintenance Division Manager, who reviews work for results obtained and adherence to trade standards.

Supervision Exercised:

Direct supervision is not a responsibility of this class, although considerable direction and guidance is exercised over contract service providers and other personnel on specific projects.

Working Conditions:

Work is performed in and at all Borough facilities, involving travel and exposure to weather conditions. May be called out to respond to maintenance and emergency repair needs after normal working hours. Some work is performed in an office setting.

III. REPRESENTATIVE EXAMPLES OF WORK:

Coordinates, performs, and/or directs the operation, maintenance, and repair of water and sewer systems.

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Coordinates, schedules, and inspects the installation of water and sewer service connections.

Turns water services on and off when requested by the user and informs utility billing personnel of such activities.

Responsible to identify all users of the utility system

Takes periodic samples of water and wastewater discharges and sends these samples to laboratories for analysis.

Performs or oversees preventative maintenance of pumps, water storage facilities, sewage treatment facilities, lift stations, fire hydrants, and maintenance equipment.

Reads water meters on a monthly basis and reports reading to the utility billing personnel.

Performs related work as required. This includes interaction with regulatory agencies (ADEC, EPA, SOA, and USDA).

Coordinates, oversees, and directs contractors performing new construction, skilled preventive maintenance and repairs to mechanical, refrigeration, HVAC, pneumatic systems including motors, pumps and controls, and installation of electrical wiring, fixtures, load centers, and controls, including inspection of contractor's work for the purpose of verifying compliance to specifications and review of billing.

Performs skilled preventive maintenance, repairs, and installations on systems as required; ensures the operation of emergency exit signage, fire alarm and security systems, fire extinguisher inspection and maintenance, and all on-site emergency power generation systems.

Prepares and monitors completion of work orders, warranty inspections, and Maintains records.

Conducts or participates in meetings with project managers, consultants, contractors, and other groups and individuals involved with the project; resolves problems, discrepancies, and conflicts; inspects and reviews project progress to insure compliance with specifications and standards and to approve or withhold project payments. Consults with Project Managers to require and ensure compatible components of projects are specified.

Maintains knowledge of current and evolving building codes, security systems, emergency procedures, technology, and equipment related to facilities maintenance and the associated trade.

In conjunction with the O&M Manager, prepares contract specifications for respective area of responsibility; performs contract administration functions, prepares RFPs and Invitation for Bids for projects; formulates selection and evaluation criteria, participates in pre-bid conferences and attends bid openings.

Responds to complaints of facility problems, investigates existing situation and advises the O&M Manager on possible solutions.

Enforces safety regulations and ensures contractors follow safety practices.

Participates in other trade area activities depending on needs of the Borough.

Performs related work as required.

IV. KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of the standard methods, materials, tools, and equipment associated with the trade.

Considerable knowledge of materials, methods, and techniques commonly used in operation, maintenance, and repair of water and sewer systems, and facilities.

Knowledge of the occupational hazards and safety precautions involved with the operation, maintenance, and repair of water and sewer systems, and facilities.

Knowledge of basic engineering principles and practices as related to utility construction and maintenance

Ablility to work in other trades as required.

Knowledge of the occupational hazards and safety precautions required.

Ability to perform skilled work using the tools and equipment as described in Part VI of this document.

Ability to oversee and direct the work of contract service providers.

Ability to understand and execute oral and written instructions.

Ability to prepare and interpret plans and sketches associated with the trade.

Ability to independently resolve problems and to perform effective repairs in complex situations.

Ability to prepare and interpret plans and sketches and electrical schematics associated with facilities, water, and sewer operations.

Ability to perform basic math, including algebra and geometry.

Ability to effectively interact with utility users and the public.

Journeyman certification or license in the trade as required.

Skill in the use and care of the tools, materials, and equipment of the trade applicable to the position.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Six years of progressively responsible experience in the operation, maintenance, and repair of utility and building systems in public or commercial facilities.

Applicants must have a current and valid State of Alaska Journeyman certification or licenses in one or more of the following trades as required by the position:

Electrician, HVAC Technician, Boiler Operator, Refrigeration Technician, Plumber/Fitter, Water/Waste Water Treatment, Waste Water Collection, Water Distribution Level Level I.

Valid Alaska driver's license and an acceptable driving record and criminal history is required

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:

Office equipment: Computers, fax machine, telephone, copier, calculator. Motor vehicles with a GVWR of less than 25,000 LBS, man lifts, backhoe, front-end loader, forklift, power pipe threader, jack hammer, steam thawer, refrigerant reclaimer and recycler, pumps, power saws, power drills, routers, planers, sewer jets, electronic test equipment, underground utility locators, gas powered tools, powder actuated hammer, jet rodder, hydraulic port-a-power, chainsaws, power augers, and hand tools.

Physical Demands:

The physical demands described here are representative of the conditions associated with this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is required to stand for long periods of time and to talk, hear, use hands to finger, handle, grasp, and feel. The physical demands of this position require working outdoors in all types of weather, especially extremely cold and wet weather. This position requires driving a vehicle for long periods of time, being able to operate heavy equipment, being able to lift heavy loads (up to 100 pounds), traversing narrow and small spaces (manholes), being able to climb ladders and other apparatus and be in high places. Individuals in this position must have the manual dexterity to operate saws, hand and power tools, vehicles, heavy equipment and high pressure pumps and equipment. The employee must be able to operate a motor vehicle.

Special vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Adequate vision to operate vehicles and equipment in daylight and darkness and in all types of weather conditions.