



Job Description / Vacancy Announcement

Anchorage Community Development Authority
700 W. 6th Avenue, Suite 206 Anchorage, Alaska 99501

Job Number: MTI 01-2010	Job Title: Maintenance Tech I	Open Date: January 4, 2010	Closing Date: Applications must be received not later than 5:00 p.m. Friday, January 15, 2010
Pay Range / Level 2: \$12.50 - \$17.50 Per Hour DOE		Direct Report: Facilities Manager	FLSA: Non-Exempt
Schedule: Generally day shift work. Days off to be determined. Schedule subject to change depending on workload and operational needs. May be required to work evenings, weekends and overtime depending on workload.			

TO BE ELIGIBLE FOR CONSIDERATION, THE FOLLOWING EXPERIENCE AND EDUCATION MUST APPEAR ON YOUR ACDA APPLICATION

Minimum Qualifications:

Education & Experience: Graduation from high school, GED, vocational or trade school. Two years of experience in general grounds and building maintenance. An equivalent combination of education and experience may be substituted. Applicants must possess a valid Alaska driver's license and good driving record.

Preferred: Applicants with experience in challenging work environments; experience interacting with or assisting patrons or customers; experience working in adverse weather conditions and the ability to effectively prioritize work. Vocational training in equipment or facilities maintenance is highly desirable.

Nature of Work: Performs entry level semi-skilled labor that includes the maintenance and mechanical upkeep and repair of buildings, grounds, facilities and equipment. Work is often performed outdoors in all weather conditions and on slippery and/or uneven terrain. Work is performed primarily in garage structures that are often cooler or hotter than normal offices. Noise levels are often high due to the use of equipment and the running of vehicle engines. Subject to moderate exposure to extreme temperatures, fumes, dirt, dust, vapors, smoke, etc. Must frequently lift and move objects weighing between 50 and 75 pounds and occasionally over 75 pounds. This may be physically challenging work requiring repetitive bending, kneeling, climbing ladders, stairs, in & out of vehicles, sitting, reaching, standing, walking and crawling. Work may be performed on rooftops, above ceilings, under buildings, on hard, slippery, wet, icy and uneven surfaces.

Maintenance Technician II Requirement: After 24 months of service and a minimum score of 5.0 on the most recent performance review and attainment of necessary skills and abilities, Maintenance Technician I employees may be promoted to Maintenance Technician II.

Essential Duties:

- Assists in the installation, preventative maintenance, troubleshooting, and repair of revenue control equipment including booths, ticket dispensers, card readers, electronic boards/relays, ground loops, CPUs and other equipment.
- Assists Meter Maintenance Technician with parking meter installation, preventative maintenance, troubleshooting, and repair. May perform on-street Meter Maintenance Technician duties.
- Conducts regular scheduled and unscheduled safety inspections of facilities and repairs damaged concrete and asphalt surfaces including mixing and pouring concrete and surface finishing.
- Makes minor repairs or replaces equipment and facilities, including plumbing fixtures, electrical switches,



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lighting fixtures and similar or related items. Assists Maintenance Technician II with installation of plumbing fixtures and electrical circuits and fixtures.

- Inspects, adjusts, and repairs doors including repairing and replacing lock push bars, re-keying doors, etc.
- Operates trucks, power mowers, edger, clippers, blowers, snow removal equipment, and other hand and power tools used in grounds maintenance; mows and edges grass; rakes grounds; trims hedges, shrubs and trees; weeds and mulches flower and shrub beds; plants trees, shrubs and flowers; lays sod; and applies insecticides and fertilizer.
- Maintains vehicles and equipment to ensure their safe operation: changes and adds fluids; replaces bulbs; ensures tires are inflated to correct pressure; recommends sending equipment and vehicles out for specialized repair.
- Responds to after-hour emergency calls to repair any facilities or equipment as well as secure or replace broken glass or make other emergency repairs as required.
- Erects, assembles and disassembles equipment for special events including stages, holiday lights and decorations, tables and chairs, and barricades. May be required to make signs.
- Paints facilities using brush, roller or sprayer; includes taping and applying weather stripping. May be asked to inspect work of contractors.
- Cleans up paper and other debris; waters grounds; empties trash receptacles; and pressure cleans buildings and sidewalks.
- Removes snow from parking lots, garage parking areas, sidewalks, and other designated areas.
- Maintains and inventories equipment and tools. Performs scheduled inventory of equipment and supplies.
- Works as a part of a team and/or on their own to complete assigned tasks.
- Picks up and delivers supplies to and from vendor(s).
- Maintains two-way radio equipment.
- Assists customers with disabled vehicles or other needs.
- Performs additional related duties as assigned

Skills, Knowledge and Abilities:

- Ability to analyze routine maintenance needs on equipment and determine when and what kind of maintenance is needed.
- The ability to read and understand information, instructions and ideas presented in writing.
- Repairing machines or systems using the appropriate tools.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to communicate effectively with a widely socially and economically diverse community.

Supervisory Responsibilities: None.

NOTICE: Applications must be made using a fully completed ACDA employment application: a resume may be attached