

Introduced by: Mayor
Date: Nov. 15, 1983
Vote: 14 Yes; 2 No
Action: Adopted

KENAI PENINSULA BOROUGH

RESOLUTION 83-216 (AMENDED)

TO CHANGE THE JOB TITLES AND DESCRIPTIONS OF EXISTING POSITIONS WITHIN THE KENAI PENINSULA BOROUGH MAINTENANCE DEPARTMENT.

WHEREAS, it has been requested by the Director of Maintenance that the positions of Assistant Maintenance Superintendent, Maintenance Purchasing Coordinator, General Maintenance/Automotive Mechanic, and Senior Clerk Typist be initiated; and

WHEREAS, the position of Assistant Maintenance Superintendent will provide the additional supervision necessary to improve the control, quality and timeliness of maintenance projects; and

WHEREAS, the position of Maintenance Purchasing Coordinator will coordinate and expedite the purchasing practices of the Maintenance Department, thereby providing a substantial savings in time and money and present a more efficient means to control materials and their availability, and

WHEREAS, the General Maintenance/Automotive Mechanic will enhance the dependability of the maintenance department by providing timely servicing and developing an indepth relationship with the vehicle status. This service also allows the Director of Maintenance a more responsive control over his vehicles plus presenting a more realistic vehicle maintenance cost figure; and

WHEREAS, the Senior Clerk Typist will be absorbing many of the duties of the present Secretary/Coordinator position, plus those typing functions generated by the administrative personnel, thus providing a more efficient use of maintenance resources; and

WHEREAS, the foregoing changes will provide for overall improved efficiency in management and operational capabilities;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. That the Kenai Peninsula Borough Maintenance Department Organizational Job Descriptions reflect the following changes:

Positions

Assistant Maintenance Superintendent
Salary not to exceed \$48,000

Secretary/Coordinator to Maintenance Purchasing Coordinator
Change from Range 12 to Range 14

General Maintenance to General Maintenance/Automotive
Mechanic
Range 16 to Range 17

Senior Clerk Typist
Range 9

Respective Job Descriptions

Position Description: Assistant Superintendent of Maintenance

Service Type: Administration (Middle Management)

Definition:

Under the general direction and supervision of the Kenai Peninsula Borough Director of Maintenance and Maintenance Superintendent, the Assistant Superintendent of Maintenance is responsible for assisting in the supervision and coordination of activities of workers engaged in keeping buildings and grounds in clean and orderly condition and in maintaining and repairing utility systems and the physical structures of buildings.

Minimum Qualifications:

Qualifications for this position include graduation from an accredited high school or GED equivalent and at least nine (9) years of progressively responsible experience in the areas of building trades, maintenance, and administration. Must have the ability to supervise a crew of twenty (20) or more and in the event the Maintenance Superintendent is incapacitated, the person filling this position would have full responsibilities as Maintenance Superintendent. This position requires a valid unrestricted Alaska driver's license.

Responsibilities:

1. Directs workers engaged in general ground maintenance including mowing lawns, trimming hedges, raking leaves, burning refuse, snow removal, etc.
2. Directs workers engaged in painting and making structural repairs to masonry, wood work, and furnishing of buildings and other structures.
3. Directs workers engaged in maintaining and repairing building utility systems, such as electric wiring and controls, heating ventilating and generating systems.

4. Directs workers engaged in maintaining and repairing plumbing systems.
5. Compiles reports of costs of completed work.
6. Requisitions tools, equipment and supplies.
7. Inspects work for conformance to blue prints and other specifications.
8. May supervise workers engaged in installing, servicing and repairing mechanical equipment.
9. Any additional duties that may occur as a result of the Maintenance Department workload and/or assigned by the Director of Maintenance.

Examination:

Evaluation of formal training and experience 100%.

Position Description: Maintenance Purchasing Coordinator

Service Type: Classified

Definition:

Under the general direction and supervision of the Kenai Peninsula Borough Maintenance Director, the Maintenance Purchasing Coordinator will work closely with Maintenance personnel for supplies, materials and equipment on each job. Purchasing Coordinator will do all purchasing for the Maintenance Department.

Minimum Qualifications:

Qualifications for this position include graduation from an accredited high school or GED equivalent and four (4) years secretarial experience (21 semester hours academic work in office procedures may be substituted for one year of experience). This position also requires a demonstrated ability to type, legible handwriting, the ability to operate a 10 key calculator, familiarity with computer terminals, experience in bookkeeping or basic accounting, and knowledge in the areas of purchasing and inventory. Must be able to work with minimum of supervision, making independent judgements and decisions. Must hold a valid Alaska driver's license.

Responsibilities:

1. Purchases all materials, supplies and equipment for the Maintenance Department.

2. Obtains the best possible quality goods at the lowest possible price.
3. Obtains necessary instructions for maintenance personnel in the use of equipment, supplies and materials.
4. Maintains sufficient stock for all the trades in Maintenance, such as heating, plumbing, electrical, general maintenance and painting.
5. Receives and inspects all materials, supplies and equipment purchased by the Maintenance Department.
6. The distribution of all materials, supplies and equipment to the job site or personnel.
7. Maintains an accurate inventory of all materials and supplies in the warehouse.
8. Researches for quality and for bid specifications.
9. Keeps current on the status of orders, backorders and undelivered purchases.
10. Submits claims for payment on damaged merchandise received from trucking firms and postal service.
11. Approves all invoices before going to Finance for payment.
12. Helps in budget preparation for each fiscal year.
13. Any additional duties that may occur as a result of the Maintenance Department workload and/or assigned by the Maintenance Director.

Examination:

Evaluation of formal training and experience 100%.

Position Description: General Maintenance/Automotive Mechanic

Service Type: Classified

Definition:

Under the general direction and supervision of the Kenai Peninsula Borough Superintendent of Maintenance or his designee, the General Maintenance person is responsible for the repair and construction of buildings and equipment not

elsewhere classified or assigned to specific craftsmen in the Maintenance Department.

Minimum Qualifications:

Qualifications for this position include graduation from an accredited high school or GED equivalent and at least six (6) years experience in maintenance or construction of various types of commercial and/or public buildings or equivalent knowledge. Must have a general knowledge of four building crafts and be skilled with power tools. Journeyman or near journeyman level skills in crafts is desired. Lead and instruct semi-skilled and unskilled workers. At least six (6) years experience in auto, truck, and heavy equipment maintenance and electrical repair. Knowledge of all or pertinent test equipment. This position requires a valid unrestricted Alaska driver's license.

Responsibilities:

1. Repairs and maintains physical structures of the Borough using hand tools and power tools.
2. Replaces defective electrical switches and other fixtures.
3. Paints structures and repairs wood work with carpenter tools.
4. Repairs plumbing fixtures.
5. Repairs plaster and lays bricks.
6. Operates a variety of construction and maintenance equipment, such as forklift, front-end loader, chain saw and various vehicles.
7. 12,000 and 3,000 mile service checks on all vehicles.
8. Knowledge in all phases of automotive mechanics.
9. Maintains all Borough vehicles in peak operating condition.
10. May be required to work other than regular working schedule.
11. Any additional duties that may occur as a result of the Maintenance Department work load and/or assigned by the Superintendent of Maintenance and/or his designee.

Examination:

Evaluation of formal training and experience 100%. May be required to pass a rigid physical examination.

Position Description: Senior Clerk Typist - Maintenance

Service Type: Classified

Definition:

Under the general direction and supervision of the Kenai Peninsula Borough Maintenance Director or his designee, the Senior Clerk Typist for the Maintenance Department is responsible for scheduling appointments, gives information to callers, and otherwise relieves officials of clerical work and minor business details.

Minimum Qualifications:

Qualifications for this position include graduation from an accredited high school or GED equivalent and one (1) year clerical experience (21 semester hours academic work in office procedures may be substituted for one year of experience). This position also requires a demonstrated ability to type at 60 wpm with 4 or less errors in 100 words, legible handwriting, the ability to operate a 10 key calculator, and familiarity with computer terminals and Displaywriter. Experience in bookkeeping or basic accounting is desirable. Must be able to work with minimum supervision.

Responsibilities:

1. Reads and routes incoming mail, locates and attaches appropriate file to correspondence to be answered by employer.
2. Transcribes notes on typewriter or Displaywriter system.
May additionally transcribe from voice recordings.
3. Composes and types routine correspondence.
4. Files correspondence and other records.
5. Answers telephone and gives information to callers or routes calls to appropriate official and places outgoing calls.
6. Schedules appointments for employer.
7. Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.

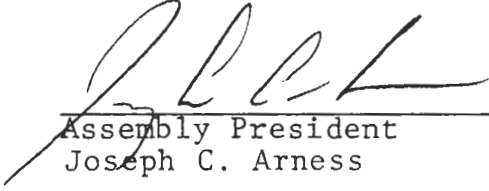
8. Arranges travel schedules and reservations.
9. Compiles and types statistical reports and materials acquisitions.
10. Maintains simple bookkeeping accounts for the department.
11. Any additional duties that may occur as a result of the Maintenance Department workload and/or assigned by the Maintenance Director.

Examination:

Evaluation of formal training and experience 100%. Typing test as required.

Section 2. That this resolution become effective at the time of its passage.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH
ON THIS 6 DAY OF December, 1983.



Assembly President
Joseph C. Arness

ATTEST:



Borough Clerk

