



HAINES BOROUGH
POSITION DESCRIPTION
Facilities Laborer II

SUMMARY:

The Facilities Laborer II position is primarily responsible for ensuring the repair and maintenance of Haines Borough public facilities. This is a permanent, full-time (40 hours per week) union benefited position that receives assignments from the Facilities Maintenance Superintendent (Public Facilities Department) and Water-Sewer Plant Operator (Water-Sewer Department). The position primarily works for Public Facilities from November-April and Water-Sewer from May-October. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

Public Facilities

1. Maintain, troubleshoot, and repair borough facilities, equipment, and systems.
2. Perform preventive maintenance.
3. Conduct routine, periodic, or special inspections to determine repair and maintenance work necessary to prevent breakdowns of facilities and equipment.
4. Submit a written routine inspection report on a regular basis.
5. Responsible for the general maintenance and repair of office environments.
6. Office furniture installations, reconfigurations, and removal.
7. Painting and wall repairs.
8. Picture and display hanging.
9. Use hand and power tools.
10. Use blueprints, sketches, layouts, wiring diagrams, and specifications on a regular basis.
11. Collaborate with facility and department managers.
12. Attend meetings on occasion and participate in the borough's budget process.
13. Perform other duties as assigned.

Water-Sewer

1. Be responsible for plant operation, sampling/testing, making laboratory reports, etc. during the assigned shift.
2. Be responsible for maintenance of the treatment plant's facilities and yard, including lubrication and minor maintenance of pumps, motors and other mechanical equipment under the direction of the Water-Sewer Plant Operator.

3. Perform other related duties, as needed.

KNOWLEDGE AND ABILITIES:

1. Knowledge to accomplish the above duties and responsibilities.
2. Skills in two or more of the maintenance trades: carpentry, plumbing, painting, or electrical skills.
3. Ability to read and interpret mechanical blueprints and drawings.
4. Good verbal/written communication skills.
5. Ability to use a computer to prepare letters and reports, keep records, and communicate via email.
6. Ability to interact with others in a professional manner.
7. Ability to work independently with minimal supervision following general instructions.
8. Willingness and ability to upgrade skills through education and training.

EMPLOYMENT STANDARDS:

1. High school graduate or equivalent.
2. Two or more years related experience or equivalent combination of training and experience.
3. Computer literate.
4. Must be physically capable of climbing, reaching, kneeling, and bending. Physically capable of lifting 50 pounds.
5. Valid Alaska driver's license or ability to acquire one within 30 days of hire.