

**CITY OF NOME, ALASKA**  
**Job Description**

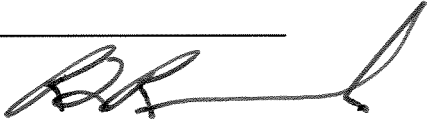
**Building Maintenance Worker**

**Building Maintenance Department**

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**Range:** 14  
**Department:** Building Maintenance  
**Reports to:** Building Maintenance Supervisor  
**Supervises:** None

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**Approved by:**   
**Date:** 04/26/2004  
**Status:** Non-Exempt

**Summary:**

Performs a variety of semi-skilled and skilled trades work in constructing, maintaining and repairing the building structures and facilities of the city.

**Essential Duties and Responsibilities:**

Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework, and trim.

Installs glass in windows, doors, and partitions.

Performs building interior repairs and maintenance such as repairing damaged doors, walls, caulking, painting, fixture leaks, roof patching, boilers/heating plants, etc.

Cleans and prepares surfaces for painting; paints buildings, walls, floors, etc. with latex or oil paints.

Makes repairs to plumbing and heating systems.

Installs wiring and conduit for installed machines and equipment; connects power supply wires to machines and equipment, and connects cables and wires between machines and equipment.

Assembles and positions mechanical equipment in accordance with diagrams; cuts holes in floors and walls to form air duct outlets; installs air ducts, smoke pipes, blowers, and stokers; wraps insulation around air ducts; connects and adjusts timers and thermostats; cuts, bends, and crimps sheet metal to repair heating, ventilating, and air conditioning casing and pipes.

Drives vehicle to pick up materials, supplies, and equipment for each project.

Installs ceiling grids and installs/replaces damaged ceiling tile. Installs floor tile, carpeting, flooring systems and wall coverings.

Installs items such as window shades, blinds, and curtain rods, wall fans, and door locks.

Carries out needed repairs and projects as assigned.

Repairs and/or replaces equipment as needed.

Visually inspects each facility to insure city property is maintained in a safe and economical manner. Keep appropriate records and notes of repairs needed or made.

Gathers tools and supplies to be used at work site; drills holes for wiring or other construction work; assisting lifting positioning, and fastening objects such as wiring, conduit, motors or equipment; performs minor repairs such as replacing handles, knobs, fuses, sockets, bulbs, and switches; maintains tools and equipment and keeps supplies and parts in order.

Cleans work area, machines, tools, and equipment.

Performs related duties as assigned.

**Supervisory Responsibilities:**

None.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

**Special Requirements:**

Valid Alaska State Driver's license, or ability to obtain one.

**Language Skills:**

Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals, or governmental regulations.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts and draw valid conclusions.

**Other Skills and Abilities:**

Working knowledge of tools, equipment, material, supplies and methods used in carpentry work; working knowledge of equipment and supplies used to do minor repairs; knowledge of first aid and applicable safety precautions.

Basic skill in operation of appropriate tools including power tools and stationary power tools and equipment. Basic knowledge of boiler and heating controls.

Ability to work independently and to complete daily activities according to work schedule; ability to use tools properly and safely; ability to establish effective working relationships.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to walk, sit, climb, balance, stoop, kneel, crouch, or crawl. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls. The employee is frequently required to reach with hands and arms. The employee is occasionally required to talk or hear.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee often works near moving mechanical parts or in extreme outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderately noisy.