



**CITY OF KENAI**  
invites applications for the position of:

## **Building Maintenance Lead Technician**

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| <b>SALARY:</b>          | \$32.65 - \$35.10 Hourly |
| <b>DEPARTMENT:</b>      | Public Works Department  |
| <b>DIVISION:</b>        | Building Maintenance     |
| <b>OPENING DATE:</b>    | 04/11/22                 |
| <b>CLOSING DATE:</b>    | 06/17/22 05:00 PM        |
| <b>JOB DESCRIPTION:</b> |                          |

**GENERAL DESCRIPTION:** The Building Maintenance Lead Technician is an employee of the Public Works Department working under the direction of the Building Official/Manager. The employee is a working supervisor responsible for supervising a variety of tasks involved in the maintenance and repair of City buildings, facilities, and equipment, including plumbing, carpentry, electrical, painting, and a variety of other related craftwork. The Lead Technician performs essential duties with minimum supervision and must be capable of a wide range of maintenance and repair work. The employee is periodically called upon to assist other divisions of the City's Public Works Department and to assist employees in other City departments.

**\*\*This recruitment has been extended to allow for a larger applicant pool. If you have already applied there is no need to reapply at this time\*\***

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for performing a variety of semi-skilled and skilled maintenance and repair work of City buildings, facilities, and equipment; oversee and participate in building maintenance tasks involving plumbing, carpentry, electrical, painting, and a variety of other craftwork; assures facilities are kept in good operating order.
2. Participate in the preparation and administration of the building maintenance program budget; submit budget recommendations; monitors expenditures.
3. Communicate effectively and interact with supervisor, co-workers, facility managers, and the public; communicate effectively via cell phone and e-mail.
4. Investigate and diagnose building and equipment failures, including but not limited to roof leaks, faulty heating, ventilation, and air conditioning (HVAC) systems, electrical problems, and plumbing issues; replace switches, outlets, and add additional receptacles to circuits; unclog sinks, toilets, and sewer lines.
5. Perform maintenance and new construction, including mechanical, carpentry, finish work (e.g., painting, caulking), drywall, masonry, concrete, metals, windows, and doors (including overhead), and other disciplines as required.
6. Routinely work off extension ladders, scaffolding, man-lifts, and bucket trucks; confined spaces; drive to various City buildings.
7. Promote safety within the Building Maintenance division; attend twice-monthly Public Works Department crew and safety meetings; generate a quarterly Job Safety Analysis and use it to lead a safety discussion.
8. Perform and promote good housekeeping in the Building Maintenance shop areas and the utility areas of City buildings.
9. Operate various maintenance equipment and hand and power tools in a safe and efficient manner; maintain tools and assigned equipment; perform preventive maintenance on equipment.
10. Maintain maintenance records; complete work orders and generate monthly reports; deliver completed work orders and monthly reports to the Public Works Director.
11. Generate, execute, and periodically update a Preventative Maintenance Program for all City buildings and facilities.
12. Maintain an inventory of bulbs, filters, and other appurtenances; replace light bulbs and ballasts inside buildings.
13. Generate requisitions with a computer program for the purchase of tools, materials, and services required to maintain facilities.
14. Generate Scopes of Work (SOW) for use to seek quotes for contract labor; coordinate with and manages contracted labor.
15. Respond to emergency situations when available, which may occur after normal working hours or on weekends or holidays.
16. Assist other divisions of Public Works as needed.
17. Attend Public Works Department training programs.
18. Maintain regular, reliable and predictable attendance at work.
19. Perform other duties as assigned.

## MINIMUM QUALIFICATIONS:

1. Be at least eighteen (18) years of age.
2. Have a high school diploma or equivalent.
3. Possess a minimum of four (4) years of varied related construction and/or maintenance work experience.
4. Possess or obtain a valid Alaska driver's license within thirty (30) days of employment and prior to operating a City vehicle. Applicants will be required to submit a Division of Motor Vehicles record upon request.
5. The applicant (or employee after hire) must pass a background investigation, including but not limited to a criminal background check as may be required.
6. The employee must be available to work overtime on occasion, including weekend days and evenings, City holidays and shift extensions.
7. The applicant must possess any combination of training and experience that provide the applicant with the knowledge, skill, and ability to perform the essential job functions.

**WORKING ENVIRONMENT** The employee must be able to do strenuous work in all kinds of weather (e.g., high temp., low temp., winds, snow, ice, fog, direct sunlight) and on surfaces at, above, or below floor level. Duties are performed both indoors and outdoors in a varied working environment, during day and sometimes at night or in the dark, and often in inclement weather and in extreme temperatures. Inside work is usually in buildings, adequately heated, lighted, and ventilated. Noise from hammers, saws, and other tools is frequent. There is dust and sometimes dirt when repairing structures and operating tools. The employee may be exposed to dust and other irritants and toxic/poisonous substances. The employee is required to drive a vehicle and perform some work inside a vehicle, including operating radios. Personal protective equipment is provided and must be used in accordance with best practices, federal and state laws, and City/Department policies and operating procedures.

**PHYSICAL DEMANDS** While performing the duties of this job, the Building Maintenance Lead Technician is frequently required to use hands and fingers dexterously (e.g., operate hand and power tools, telephones, radios, and some general office equipment); is regularly required to work both inside and outside in all types of weather; is regularly required to sit, stand, walk, stoop, crouch, lift, bend, and reach with hands and arms; is required to climb ladders; and is required to work in confined spaces. While performing the duties of this job, the employee is required to exert in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently. The employee is frequently required to drive to various City buildings.

The employee must be able to climb in and out of spaces, climb tall ladders on to rooftops and/or other high structures, and must be able to perform strenuous work in inclement weather. The employee will regularly be required to stand, walk, reach with hands and arms, lift, and carry, and may occasionally be required to sit.

Specific vision abilities required include close, distance and peripheral vision, the ability to adjust focus, and the ability to judge distances and spatial relationships. The employee must be able to hear and to talk and to communicate verbally in-person as well as on a telephone, radio, and via e-mail.

**MISCELLANEOUS INFORMATION** The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

## DESIRABLE QUALIFICATIONS:

1. Experience with HVAC systems, Building Automation Systems (BAS), fire and security systems, plumbing, electrical, or lock-smithing.
2. Experience developing and executing a Preventative Maintenance Program.
3. Supervisory experience is preferred.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kenai.city>

Position #00175  
BUILDING MAINTENANCE LEAD TECHNICIAN  
CC

210 Fidalgo Ave  
Kenai, AK 99611  
(907) 283-8223

[ccunningham@kenai.city](mailto:ccunningham@kenai.city)

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## Building Maintenance Lead Technician Supplemental Questionnaire

- \* 1. Are you at least eighteen (18) years of age?

Yes  No

- \* 2. Do you possess a minimum of four (4) years of varied related construction and/or maintenance work experience? If yes, please explain:
  
- \* 3. Do you possess or have the ability to obtain a valid Alaska driver's license within thirty (30) days of employment and prior to operating a City vehicle? Applicants will be required to submit a Division of Motor Vehicles record upon request.  
 Yes  No
  
- \* 4. Are you available to work overtime on occasion, including weekend days and evenings, City holidays and shift extensions?  
 Yes  No
  
- \* 5. Do you have experience with HVAC systems, Building Automation Systems (BAS), fire and security systems, plumbing, electrical, or locksmithing? If yes, please explain:
  
- \* 6. Do you have experience developing and executing a Preventative Maintenance Program? If yes, please explain:
  
- \* 7. This position supervises the Building Maintenance Technician, do you have supervisory experience? If yes, please explain:
  
- \* Required Question