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Bristol Bay Borough

Job Description PUBLIC WORKS (MULTI-DISCIPLINARY)

Department:	Public Works
Immediate Supervisor:	Public Works Director
Positions Supervised:	None
Step Classifications:	H-L \$27.82 - \$45.63
Terms:	Permanent Full Time Position Naknek and South Naknek

**Simultaneously posted in and out
of house on September 10, 2021
by the Borough Clerk, Open
until October 1, 2021 close of business
Applications can be found on the
Borough's website bbbak.us
Send to stibbetts@bbbak.us**

Qualifications:

Must be 19 years of age or older, a high school graduate or equivalent. Must hold a current Alaska Commercial Driver's License (CDL), or obtain within 6 months of date of hire. Experience operating a variety of heavy equipment required; i.e. motor graders, loaders, dump trucks, dozers, backhoes etc. Must have minimum five years of mechanic experience. Experience with construction and carpentry preferred. Diesel Mechanic Certification and knowledge of diagnostic equipment preferred. Must be able to work independently with minimum supervision. Must be able to lift up to 100 pounds and work in confined spaces. Must have basic computer knowledge. Pre-employment drug testing is required.

Responsibilities:

Performs maintenance on all Borough equipment with special emphasis on emergency vehicles. Operates a variety of heavy equipment for maintenance and improvements as needed for all Borough roads and grounds. Performs maintenance on Borough buildings and grounds equipment and their relating systems in areas such as painting, carpentry, plumbing, and masonry as required for buildings and structures assigned. Responsible for ensuring buildings are maintained and in good condition.

Duties and Tasks Performed:

- Service and repair transportation vehicles including; police, fire/emergency services, utility and administrative vehicles.
- Service and repair diesel equipment including; dump trucks, fork lifts, loaders, graders, dozers and backhoes.
- Performs realignment and diagnostic procedures on vehicles.
- Winterizes all equipment i.e. changes out tires on all vehicles twice yearly.
- Fills out equipment maintenance reports.
- Submits parts/equipment requisitions to administration.
- Keeps track of parts room stock inventory.

- Responsible for keeping maintenance area safe and organized.
- Assists port with equipment repairs as needed.
- Operates equipment if necessary.
- Run a computer based maintenance log.
- Maintains, grades and repairs Borough roads as needed.
- Stock pile, load and haul gravel and sand for routine and seasonal projects.
- Install, replace and thaw culverts as needed.
- Install road signs.
- Remove snow and sand roads as needed per weather conditions.
- Keep Borough Facilities, Clinics, Fire Stations, EMS Buildings, and Schools clear of snow ensuring emergency access.
- Clear vegetation (brush and trees) from alongside Borough roads, sewer lines, right of ways and manholes.
- Keeps equipment clean and well maintained, performs routine maintenance and assists mechanic as needed with repairs.
- Keeps equipment storage area clean and organized.
- Assists facility maintenance as needed.
- Help any Public Works Department as needed.
- Perform general maintenance and repair of building structures and their masonry.
- Keeps in good repair building woodwork, walls, floors and other surface treatments.
- Paints and/or touches up structures or equipment.
- Other duties as assigned.

Acknowledgement

I understand the duties of my positions as contained in this job description

Employee Signature

Date

This job description is accurate and has been reviewed with the employee

Supervisor Signature

Date

THE BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER