



City and Borough of Wrangell
Special Borough Assembly Meeting
AGENDA

Friday, August 14, 2020
5:30 PM

Location: Zoom Teleconference

Resolution No. 03-20-1520 allows for the temporary suspension of in-person Assembly Meetings and allows for teleconference meetings, due to COVID-19, until October 17, 2020 unless terminated before that date.

If you wish to call into the meeting to speak under Persons to be Heard on this item only, please contact Kim Lane, Borough Clerk at 907-874-2381 **no later than Friday, August 14th at 2:00 p.m.** so that you can be added to the Sign-Up sheet.

You will be called in the order that your request is received.

<https://zoom.us/j/9078742381?pwd=MTNqSEdncjRyakh2UCtMVUNxMndYUT09>

And Enter the Meeting ID: **907 874 2381**

Then Enter Password: **99929**

1. CALL TO ORDER

2. ROLL CALL

3. PERSONS TO BE HEARD

4. CONFLICT OF INTEREST

5. UNFINISHED BUSINESS

- a.** **RESOLUTION No. 08-20-1536** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE JOB DESCRIPTION OF THE FACILITIES MAINTENANCE SPECIALIST POSITION *(postponed from the August 11, 2020 Regular Assembly Meeting)*

6. ADJOURNMENT

CITY & BOROUGH OF WRANGELL, ALASKA SPECIAL BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 14, 2020
	<u>Agenda Section</u>	5

RESOLUTION No. 08-20-1536 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE JOB DESCRIPTION OF THE FACILITIES MAINTENANCE SPECIALIST POSITION *(postponed from the August 11, 2020 Regular Assembly Meeting)*

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager
Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$

FY 20: \$	FY 21:	FY22: \$
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Amount Budgeted:

	FY21
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Account Number(s):

Account Name(s):

Unencumbered Balance(s) (after approval and prior to expenditure):

	\$
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution 08-20-1536

RECOMMENDATION MOTION:

Move to Approve Resolution No. 08-20-1536.

SUMMARY STATEMENT:

This item was originally on the agenda August 11th. The track changes in the job description posted in the packet were not visible. This was not realized by the staff until the item was under consideration by the Assembly. To provide the Assembly with the opportunity to review the proposed changes, the item was postponed until a special meeting could be held on August 14th.

Also, previously not stated, was the IBEW reviewed and expressed no concerns regarding the content changes to the job description, save one. There was some concern regarding the reporting/evaluation hierarchy being to another Bargaining Unit member. However, the Leads/Foreman in other IBEW positions supervise and evaluate employees so this is following current practice. The remainder of this agenda statement remains unchanged from August 11th.

When a position is vacated, Administration always reviews the job description to determine if amendments should be made. The position of Facility Maintenance Specialist is currently vacant. The following list is a general description of the changes that are being recommended. The exact changes are visible in track changes in the attached copy of the job description.

- Provides clarity to the standard duties of the position.
- Corrects the reassignment of the position since the creation of the Capital Facilities Department in 2018.
- Changes in this position receiving a new direct supervisor, all of which occurred in 2018 but has not been formalized in the job description to date.
- Addresses the new work order management system implemented by the department.
- We have a Confined Space Entry program and a Respiratory Policy, and I have added bullet points that identify requirements that this position will participate in those programs.
- Expanded the Knowledge and Skills section and the Abilities section to clearly identify the level of skills and abilities needed to effectively perform the job.
- Better identified the level of Education and Experience, or combination thereof, that would be expected of a quality candidate.
- Under Licenses and Certifications, we have removed the requirement that the candidate must have, or be able to attain within 12 months, a Class 1 Boiler Certificate and an EPA universal refrigeration certification. Instead, we identify that holding these certificates are preferred. According to State mechanical and electrical code, maintenance personnel are not required to hold a Class 1 Boiler certificate in order to operate, maintain and replace like-for-like parts on boilers. In order for the CBW to require an EPA 608 Certification, for refrigeration, the candidate must complete significant classroom course work and we would need to have a significant amount of equipment for performing the refrigerant work, which to date we do not own. We have local contractors who have the capacity to perform this type of work for us, and we recommend eliminating this requirement in this job description.
- Better identified the variety of Working Conditions of the job.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 08-20-1536

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE JOB DESCRIPTION OF THE FACILITY MAINTENANCE SPECIALIST POSITION

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Capital Facilities Department the ability to appropriately update the duties and responsibilities of the Facility Maintenance Specialist position; and

WHEREAS, the current rate of pay for the Facility Maintenance Specialist position is a Grade 19 with the hourly pay range from \$24.28 to \$30.57 and based on the proposed changes to the job description, the pay range will not change; and

WHEREAS, this position has been reviewed and job description updated to accurately reflect actual duties, responsibilities, and qualifications; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions into compliance with current standards, and

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that:

Section 1: The attached Exhibit "A" includes the job description which describes the duties, responsibilities, and qualifications for the Facility Maintenance Specialist.

Section 2. The new job description for the Facility Maintenance Specialist position will be effective upon approval of this resolution.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 14th day of August 2020.

CITY & BOROUGH OF WRANGELL, ALASKA

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Facility Maintenance Specialist	Position Number:
Department/Site: Public Works Capital Facilities Department	FLSA: Non-exempt
Evaluated by: Director of Public Works & Capital Projects Lead Facility Maintenance Specialist or Capital Facilities Director	Salary Grade: 19

Summary

The Facility Maintenance Specialist is responsible for the day to day maintenance and repairs of ~~Performs maintenance and repairs on~~ all City & Borough of Wrangell (~~CBW~~Borough) buildings and grounds. Occasionally works with other Borough departments, assisting with special projects. Works independently or cooperatively with others under the daily direction and supervision of the ~~Public Works Foreman~~Lead Facility Maintenance Specialist.

Distinguishing Career Features

Performs a wide range of facilities maintenance services throughout all ~~CBW~~Borough-owned facilities. Performs comprehensive mid-level technical maintenance, troubleshooting, and repair of ~~CBW~~Borough facilities-building systems and equipment. May be required to work extended hours, as determined by management or facility need.

Essential Duties and Responsibilities

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- The Facility Maintenance Specialist performs a wide range of skilled work in the repair and maintenance of facility structures, their building systems and equipment for all Borough-owned facilities; resolves emergency situations; ensures that assignments are completed in a safe, proper, and timely manner, while using standardized practices and/or methods.
- Assists the Facility Maintenance Specialist Lead in identifying future facility improvement needs.
- Inspects facilities, systems, equipment, and supplies, on a regular basis, for the purpose of identifying and accomplishing priorities for maintenance and repair.
- Complies with all safety requirements and practices.
- Performs maintenance and repair of all building structures and their systems, including but not limited to, electrical facilities and systems, heating, cooling, ventilation, and cooling systems, boilers, and plumbing systems, carpentry work for construction, and other maintenance and repair tasks; performs mid-level technical maintenance and repair tasks as appropriate.
- Receives work requests through work orders and/or direct contact. Keeps work order data entry current and maintains computerized maintenance records.
- Investigates and troubleshoots problems with facilities and equipment, and coordinates problem resolution as appropriate; responds to emergency breakdowns, and repair delinquent equipment on a timely basis.
- Implements and schedules preventative maintenance for all ~~CBW~~Borough facilities, equipment and systems, including elevators, heating and air conditioning systems, ventilation systems, digital and pneumatic controls, electrical systems, security and fire alarm systems, fire extinguishers, and office equipment.

- Troubleshoots and resolves or oversees resolution of routine maintenance problems, such as structural problems, cabinet repair, or basic mechanical or other equipment malfunctions.
- Monitors, operates, and troubleshoots the digital HVAC control systems present in in some CBW Borough facilities.
- Participates in all job--related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- As appropriate, contacts and coordinates external contractors and -service agencies to schedule certain maintenance or repair work and ensures timely and effective work completion. Prepares requisitions for such materials according to established procedures.
- ~~Ensures Maintains~~ adequate inventory stocks of necessary spare parts and serviceability of necessary maintenance supplies and equipment: purchases materials, supplies, and/or equipment as appropriate.
- Prepares and maintains records on all maintenance activities and keeps all facility Operations & Maintenance manuals up to date.
- ~~Ensures proper care in the use and maintenance of equipment and supplies. Responsible for the proper care and safe use and maintenance of all assigned Borough materials and equipment.~~
- Assures that required inspections, such as sprinkler, fire alarm, and elevators, take place in a timely manner and that deficiencies identified during inspections are addressed in a timely manner.
- Assures CBW Borough facilities stay in compliance with OSHA, EPDA, Building and Fire Code, and other regulatory requirements.
- This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.
- This position may require the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.
- ~~Keeps track of budget and spending for maintenance accounts.~~
- ~~Occasionally assists other department crews May assist with work within other Public Works divisions as manpower needs arise.~~
- May be required to work extended hours, as determined by management or facility needs.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies, to facilitate and sustain department operations. Must be willing to work odd hours as required by the work environment.
- Keeps track of budget and spending for maintenance accounts.
- ~~Assists the Director of Public works in identifying future facility improvement needs and in recommending adequate budget levels for facility maintenance.~~
- Performs other job-related duties and responsibilities that support the overall objectives of the position, or as assigned. Performs miscellaneous job-related duties as assigned.

Qualifications

▪ Knowledge and Skills

- 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 for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Experience applying the principles of building maintenance and repair and knowledge of materials associated with the construction and maintenance of buildings.
 - Building automated control systems and components.
 - Methods, tools, materials, and equipment used in all phases of facilities maintenance and repair.
 - Basic mathematics, including calculations using fractions, percent, and ratios, to record and compute precise measurements.
 - Interpret technical manuals, engineered drawings and specifications, safety rules, operating and maintenance instructions, and procedure manuals.
 - Personal computer experience in Windows-based applications for data processing and spreadsheet development and other software as utilized by the department such as work order generation and inventory tracking software, or the ability to learn such software applications.
 - Experience in maintenance hazards and safety practices related to building trades, including applicable OSHA standards and safe operation of tools, equipment, and vehicles.

~~Ability to read and interpret technical manuals and engineering documents and specifications, safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate calmly and effectively with citizens and fellow City employees.~~

▪ **Abilities**

- Skills are required to perform the duties of the position, with the potential to upgrade skills in order to meet changing job conditions.
- Ability to perform a wide range of physical and manual tasks in both indoor and outdoor environments.
- Broad range of mechanical, electrical, plumbing and carpentry skills.
- Requires sufficient computer and writing skills to prepare reports.
- Ability to perform record keeping functions.
- Ability to communicate professionally and effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- Add, subtract, multiply and divide. Ability to perform these operations while often converting between different units of measurement.
- Apply commonsense understanding to carry out detailed written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.
- Adapt to situations that are frequently not anticipated or planned for.
- Work independently with minimal direct supervision.

~~Ability to add, subtract, multiply and divide. Ability to perform these operations while often converting between different units of measurement. Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to adapt to situations that are frequently not anticipated or planned for. Ability to work independently with minimal direct supervision.~~

▪ **Physical Abilities**

- Requires sufficient ambulatory ability to inspect premises, including the ability to bend, stoop, crawl, climb, and walk in confined areas. Must be able to work from and perform complicated and physically demanding tasks from ladders, scaffolds, powered man-lifts, and other elevated areas.
- Sufficient visual acuity to read detailed drawings, recognizing words and numbers and to drive, read and write, and perform repair work.

- Sufficient auditory ability to carry on conversations in person and over the phone.
- Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds, often reaching from awkward positions using hand-eye coordination to insert parts.

▪ **Education and Experience**

- Any combination of education, training, and experience which demonstrates an ability to perform the duties and responsibilities as described, including progressively responsible journey-level experience in building maintenance and repair and/or building trades. A typical qualifying entrance background would be four years' experience in the skilled trades.
- A variety of maintenance, equipment operation and construction experience.
- Requires a high school diploma or general education degree (GED), and possess the ability to clearly read, write, and speak English. One year of college or technical level classes related to building maintenance technologies is preferred.~~Must have a High School Diploma or General Education Degree (GED).~~
- ~~Must have at least 3 years experience that is directly related to the duties and responsibilities specified.~~

▪ **Licenses and Certificates**

Requires a valid Alaska Driver's License.

Class 1 Boiler Certificate and EPA 608 Certification preferred.

~~Must have, or be able to attain within 12 months, a class 1 boiler license and an EPA universal refrigeration certificate.~~

▪ **Working Conditions**

- Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold.
- Will frequently work near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, hazardous and obnoxious working conditions, extreme heat, and risk of electrical shock.
- The noise level in the work environment is usually moderated.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.