



Job Description

Anchorage Community Development Authority

Job Title: Facilities Maintenance Technician II	Department	SOC Code:
Pay Range/Rate:	FLSA: Non-Exempt	EEO-1 Group: 7
Key Relationships - Maintains positive, effective and productive working relationships with:		SOC code: 9-9042.0
Individuals: Parking Services Manager Technical Support Personal Tenants General Public	Departments: Parking Services Dispatch	Reports to: Facilities Manager
Schedule: Regular office hours are 8 am to 5 pm Monday through Friday Schedule may vary depending on workload. Weekend and evening availability is required.		

Summary:

Position is responsible for performing semi-skilled labor that includes the maintenance and mechanical upkeep and repair of buildings, facilities, building systems and parking equipment and software. All external hires start as Maintenance I. (After meeting training and performance standards, Maintenance I categorized employees become eligible for promotion to Maintenance II.)

Essential Duties:

- Performs and/or oversees the installation and repair of parking garage specific revenue control equipment and software including booths, ticket dispensers, card readers, electronic boards/relays, ground loops, CPUs, etc. (soon to be replaced by gateless systems employing cameras and vehicle recognition software)
- Performs and/or oversees parking meter installation and/or repair. Reprograms failed meters, changes motherboards, coin tracks, keypads, display panels, solar panels, batteries, card readers, etc..
- Conducts regular and unscheduled safety inspections of facilities and repairs damaged concrete and asphalt surfaces including mixing and pouring concrete and surface finishing.
- Makes minor repairs to equipment and facilities, including plumbing fixtures, electrical switches and lighting fixtures. Installs plumbing fixtures, electrical circuits and fixtures.
- Installs Inspects, adjusts, and repairs equipment and other systems.



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- Operates laptop and handheld computers, tablets, trucks, snow removal equipment, and other hand and power tools used in building and facilities maintenance; electrical, plumbing, data, fire alarm, HVAC, and other systems.
- Maintains vehicles and equipment to ensure their safe operation.
- Responds to after-hour emergency calls to repair any and all equipment as well as securing or replacing broken glass or making other emergency repairs, as needed.
- Constructs and disassembles equipment for special events including stages, holiday lights and decorations, tables and chairs, and barricades. May be required to make signs.
- Paints facilities using brush, roller or sprayer; includes taping and applying weather stripping, including striping of parking spaces in parking garages & lots. Inspects work in progress of coworkers and/or contractors.
- Cleans up paper and other debris; empties trash receptacles; and pressure wash buildings and sidewalks.
- Removes snow from parking lots, garage parking areas, sidewalks and other designated areas. This often requires reporting to work early and/or staying late.
- Maintains and inventories equipment and tools. Performs scheduled inventory of equipment and supplies.
- Works as a part of a team, team leader, and/or on their own to complete assigned tasks.
- Picks up and delivers supplies to and from vendor(s).
- Maintains two-way radio equipment.
- Performs related duties as assigned.
- Assists customers with disabled vehicles.
- Additional duties as assigned.

Supervisory Responsibilities:

Occasionally mentors Maintenance Technician I's

Qualifications:

Education and Experience:

Minimum: Vocational training in equipment or facilities maintenance, two years of on the



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job experience as a Maintenance Technician I with Anchorage Community Development Authority – EasyPark and a performance review score sufficient to demonstrate and warrant the increase in responsibility. Maintain a valid driver's license. Preferred: Graduation from high school, GED, vocational or trade school and two years of experience in general building maintenance in addition to the requirements listed above.

Skills, Knowledge and Abilities:

- Ability to: analyze routine maintenance needs on equipment and determine when and what kind of maintenance is needed; repair machines or systems using the needed tools; properly and safely use various hand and power tools required of the job Ability to: use and operate a personal computer using modern operating systems and software including word, excel, e-mail and others; read and understand written materials such as work orders, instructions; time cards, Material Safety Data Sheets, memos, letters, and other documents written in English; to understand spoken information and ideas; and to establish effective working relationships with co-workers, staff, patrons, customers and the general public and to communicate effectively orally and in writing using correct grammar, verb tenses, spelling and punctuation.
- Ability to safely operate motor vehicles requiring a standard Alaska Drivers' License and other motorized vehicles.
- Knowledge of ACDA policies, processes and procedures and the ability to effectively assist customers in resolving parking/maintenance issues and problems.
- Understanding written sentences and paragraphs in work related documents including (fire, building, electrical and plumbing) codes, specifications, submittals, building drawings and prints.
- Repairing machines or systems using the appropriate tools.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information, instructions and ideas presented in writing, drawings and plans.

Physical Requirements:

Ability to frequently lift and move objects weighing between 50 and 75 pounds and occasionally over 75 pounds. Requires repetitive bending, kneeling, climbing, sitting (ladders, stairs, in & out of trucks, etc.), reaching, standing, walking, crawling, etc. (above ceilings, under buildings, on hard, slippery, and uneven surfaces).



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Work Environment:

Work is often performed outdoors in all weather conditions and on slippery and/or uneven terrain. Work is performed primarily in garage structures that are often cooler or hotter than normal offices. Subject to moderate exposure to extreme temperatures, Noise, fumes, dirt, dust and vapors.