



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT Port Facilities Maintenance

The Municipality of Skagway is accepting applications for Facilities Maintenance for the Port Department. This is a full-time, year-round position, working forty hours per week and is eligible for municipal benefits.

WAGE RANGE: Grade 15, \$36.61 to \$39.42 per hour, rate of pay at appointment DOE not to exceed the current pay scale step #4.

MUNICIPAL BENEFITS: Comprehensive benefits package which includes PERS 401K Retirement, Medical, Dental and Vision health insurance, Life Insurance and more. Paid Holidays, Vacation and Sick leave.

Under general direction of the Port Director, the Port Facilities Maintenance is responsible of port facilities repairs, maintenance, and groundskeeping, as well as maintenance of the parking lots and associated uplands under the department's control in on the Skagway waterfront. The position serves as the acting Harbormaster in the Harbormaster's absence.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced carpentry skills.
- Ability to operate hand and power tools.
- Performing maintenance for all Port buildings and their various systems
- Experience with maintenance and minor repair of various structures to meet OSHA and ADA standards including handrails.
- Experience operating heavy equipment is preferred.
- Understanding of building control systems
- Basic computer skills.
- Basic working knowledge of potable water supply, sanitary, and heating plumbing.
- Physical ability to lift heavy loads and perform maintenance in all weather conditions.
- Hold Valid Alaska Motor Vehicle Driver's License.
- Ability to work outside in extreme weather conditions.
- Within sixty days of appointment, in accordance with 33 CFR Part 105 the selected candidate must be able to successfully obtain a Transportation Workers Identification Credential (TWIC) which includes a background check.
- Required to stand for long periods of time; must be able to regularly lift and/or move up to 50 lbs.
- Able to research, interpret and implement regulations including OSHA regulations as they relate to department operations.
- Ability to interpret and implement applicable sections of 33 CFR Part 105 as they apply to the department's Facility Security Plans (FSP).

DUTIES AND RESPONSIBILITIES:

- Perform various carpentry tasks by conducting the daily activities and operations of maintenance, construction, or repairs processes for port facilities.

- Manage department's preventive maintenance schedule.
- Perform regular inspections to determine the need for various types of repairs or maintenance work.
- Conduct light maintenance and repairs on port infrastructure, buildings, grounds, docks, transit sheds, equipment, and related facilities.
- Maintain and update port infrastructure files and records with timely, clear, accurate, and complete reports, logs and documents on all inspection, repair, and maintenance performed.
- Direct purchasing, requisitioning, and warehousing of adequate inventory of supplies, materials, and equipment and maintains records incidental to all maintenance activities of the facility.
- Monitor building control systems and address problems with the various components as needed.
- Monitor and perform routine repairs to potable hot and cold-water systems, sanitary sewer systems and heating plumbing within the buildings.
- Serves as acting Harbormaster in the Harbormaster's absence.
- Assist the Port Director and Harbormaster as needed.

Applicants must submit a completed Municipality of Skagway application form and resume to the borough office at the above address or by email at a.lawson@skagway.org. **This position is open until filled.** For an application, job description or benefit information, please contact a.lawson@skagway.org The employment application is also available on the municipal website, www.skagway.org.

POSTED 3/18/2024

The Municipality of Skagway is an equal opportunity employer.