



# CITY OF ADAK, ALASKA

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## **JOB ANNOUNCEMENT**

<b>POSITION:</b>	Laborer (20-2001)	<b>DEPARTMENT:</b>	Public Works
<b>REPORTS TO:</b>	Director of Public Works	<b>TYPE:</b>	Permanent
<b>FLSA:</b>	Non-Exempt	<b>FT/PT/INT:</b>	Full Time
<b>POSTED ON:</b>	February 06, 2023	<b>CLOSING DATE:</b>	February 25, 2023 (1 <sup>st</sup> Review)

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### **PURPOSE OF POSITION:**

Under supervision, performs semi-skilled work in several trades or crafts in the repair, maintenance, alteration and operation of buildings, structures, accesses and related equipment and systems; or performs comparable work in a shop setting in the repair and fabrication of miscellaneous equipment and structures by performing the following duties. The candidate should also have a mechanical aptitude for maintaining various mechanical devices, building and other facilities. The candidate should also be able to work as part of a team but also independently as the situation requires.

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

- Does rough and limited finish carpentry work in constructing structures, buildings and stairs. Repairs floors, walls and roof. Installs doors and windows.
- Repairs existing masonry and plaster structures and constructs simple masonry structures. Mixes and pours concrete, paints and varnished interiors and exteriors using brush or roller. Mixes paints and thinners from stock.
- Repairs drain pipes, streets, sewer lines, water lines, and drain fields. Performs routine repairs to pumps, wells, water pipes, reservoirs and chlorination.
- Does light welding and burning.
- Maintains boilers, steam plants, ventilation systems, sewage plants, electric generators and fuel systems. Performs routine repairs as necessary. May construct systems or sub systems as qualified.
- Repairs electrical systems. Replaces wire, light switches and fuses.
- Maintains and performs routine repairs to engines, motors, pumps, generators and related equipment.
- Fabricates small parts as necessary.
- May operate automotive equipment such as, pickup truck, tractor, chipper and light snow removal equipment. May operate heavy automotive equipment such as front end loader, backhoe, heavy dozers and motor graders.
- Estimates materials and prepares plans necessary to accomplish work.
- Keeps supply, work and maintenance records.
- Performs other related work as required.

### **QUALIFICATION REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

High school diploma or General Equivalency Degree (GED). Two years of experience and/or training in the construction and repair of buildings and structures or machinery at the apprentice or helper level.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Skill in carpentry, electrical work, steam fitting, masonry, plumbing, welding, automotive and diesel mechanic, painting, plastering and roofing.

Ability to assist in the construction, maintenance and repair of city buildings, structures and related systems and equipment; perform less complex tasks independently, follow oral and written directions; ask questions and elicit information; learn operating policies and procedures; comprehend written material, interpret and apply rules and instructions; establish and maintain cooperative relations with those contacted in the course of the work.

Must have a valid Alaska's driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, talk or hear, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and risk of electrical shock.

**FOR MORE INFORMATION OR TO APPLY:**

Interested candidates must submit a completed employment application (available at [www.adak-ak.gov/jobs](http://www.adak-ak.gov/jobs) or at the office) and any additional materials to [hr@adak-ak.gov](mailto:hr@adak-ak.gov) in PDF format only. Incomplete applications or resumes only will not be considered. Applications sent in other formats (such as .docx, .pages or .zip) will not be reviewed. Completed applications may also be brought to the office Monday – Friday 9:00 AM – 5:00 PM.

Indicate the position number in the "Position desired" field with any other position applying for (for example if applying for a Public Works Laborer position with water operator add-on enter 20-2001 & 51-2001 in the field)