



www.cityofseldovia.com

P.O. Drawer B Seldovia, Alaska 99663 Phone: (907) 234-7643, Fax: (907) 234-7430 email: [citymanager@cityofseldovia.com](mailto:citymanager@cityofseldovia.com)

---

## Position Opening

*Job will be open until filled; first review October 16<sup>th</sup>, 2019*

**Job Title:** Public Works I; Maintenance/Equipment Operator/Public Works  
**Salary:** Begins at \$22.50-\$26.40/hour DOE; health insurance -including dental and vision (for employee only), retirement  
**Classification:** At-will  
**Hours:** Full time, 40 hours per week, overtime as approved  
**Reports:** City Manager

### Duties include:

- Maintains and repairs of water and sewer lines, service connections, water and sewer treatment facilities, and fire hydrants
- Maintains streets (to including sanding and snow removal) and street signs, right of ways
- Performs Port and Harbor maintenance
- Maintains city-owned vehicles (includes ordering and control of parts and supplies)
- Operates city equipment including backhoe, front end loader, grader
- Maintains city-owned buildings and grounds
- Map reading, blue print reading, record keeping
- Evaluates and recommends to the City Manager the extent of maintenance required for facilities and equipment
- Other duties as assigned

### Skills and knowledge:

- Ability to operate or ability to learn to operate grader, backhoe, welder (gas & arc); driver's license required; CDL is preferable
- Basic carpentry
- Basic electricity
- Knowledge of vehicle maintenance
- Furnace/boiler maintenance
- Building maintenance
- Basic hydraulics
- Certified or certifiable as water/wastewater Level 1, or Level II; willingness to obtain certifications
- Effective communication skills a must
- Ability to show initiative; motivated
- Reliable, responsible, respectful
- Flexible
- Problem solving skills, solution-based thinking
- Team Player towards co-workers
- Customer service skills; ability to have positive public interactions

**Applications are available from the City Office during regular business hours as well as online at**

**[www.cityofseldovia.com](http://www.cityofseldovia.com).**

\*The City of Seldovia is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job related factors.

---

\*The City of Seldovia is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job related factors.