

# **ANCHORAGE DOWNTOWN PARTNERSHIP, LTD.**

## ***JOB DESCRIPTION: MAINTENANCE AMBASSADOR***

### **MISSION STATEMENT**

To increase cleanliness, occupancy rates, investment values and lease income, to decrease crime, and to generally stimulate economic development and improve the quality of life in downtown Anchorage.

### **SUMMARY**

Maintenance Ambassadors perform manual cleaning, upkeep and minor related maintenance tasks within the Anchorage Downtown Improvement District.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Empty trash receptacles, collect and dispose of rubbish
- Clear litter, leaves, weeds, snow and ice from pathways within the public right-of-way
- Operate trucks, sweepers, tractors and snow plows
- Perform other routine manual maintenance related work
- Provide maintenance support for public events in downtown
- Recognize and report any acts of theft, destruction, abuse or negligence to the Director of Maintenance
- Give directions to visitors and assist with outside activities
- Other duties as assigned

### **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.

### **LANGUAGE SKILLS**

- Ability to communicate effectively, verbally and in writing
- Ability to read, analyze, and interpret common scientific and technical journals, blueprints, schematics and Material Safety Data Sheets
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community

### **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as area, circumference, and volume

- Ability to apply concepts of basic algebra and geometry

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- High school diploma or GED
- Valid and clean Alaska driver's license
- CPR certification or the ability to obtain certification
- BLS certification or the ability to obtain certification

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of equipment, facilities, materials, methods and procedures
- Thorough knowledge of road/sidewalk maintenance
- Ability to operate heavy equipment
- Skill in operation of tools and equipment
- Ability to establish and maintain effective working relationships with employees, other departments and the general public
- Ability to spatially orientate self and give directions to the public in order to effectively navigate throughout the Downtown Improvement District

## **TOOLS AND EQUIPMENT USED**

- When properly trained; knowledge of operation and use of motorized vehicles and equipment, including pickup truck, utility truck, ATVs, skid-steers, tractors, street sweeper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, jackhammers, paint sprayers, paint strippers, loaders, brooms
- When pressure washing or using dangerous chemicals always use protective gear such as goggles, heavy duty rubber gloves, and protective clothing
- Skill using mobile radios, phones, electrical testing equipment, meters, gauges and calculators

## **WORKING CONDITIONS**

- Work involves high risks with exposure to potentially dangerous situations including routine use of chemicals require a range of safety precautions and adherence to basic rules and procedures
- Encounters with potentially violent individuals require strength, stamina, flexibility communication and teamwork with staff
- Frequently exposed to blood and body fluids so immunizations are standard

## **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 talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Tasks affected include grade checking, centerline adjustment, and identifying color coded materials.

## **WORK ENVIRONMENT**

Characteristics described here are representative of those an employee may encounter while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform this job. While performing the duties of this job, the employee regularly works in outside weather conditions. Work requires considerable and strenuous physical exertion such as frequent climbing of multiple flights of stairs, walking and/or standing for entire work shifts. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually loud. Routinely while dealing with clients, extreme caution must be exercised to avoid both violating the rights of the client and contracting communicable diseases. Furthermore, clients will occasionally attempt to inflict psychological trauma and humiliation through their use of lewd, obscene and vulgar verbal attacks.

## **KEY RELATIONSHIPS**

The key relationships described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will provide information to and collect information from supervision, other staff members and the general public. Contact will be made in writing, by telephone, and in person.

## **NOTICE**

This job description does not include all essential or nonessential duties of this job. All employees with disabilities are encouraged to contact the Director of Maintenance to review and discuss the essential

and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if they can safely perform the essential function of this job with or without reasonable accommodation.

## **DISCLAIMER**

This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This is not a contract.