

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DOT&PF / FAI	PCN: 25-3008
JOB CLASS/TITLE: Maintenance Specialist Electrician Journey 2	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 51(\$28.62 DOE) +Steps	
CITY LOCATION: Fairbanks	PHYSICAL ADDRESS: 5801 Airport Industrial Blvd, Fairbanks, AK
CONTACT: Joleen Nash Phone: 907-452-5024 Email: JOLEEN@LOCAL71.COM	*Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays. *Certificate of Fitness-Electrical Required

CDL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE OF CDL: Class B ENDORSEMENTS: N/A	FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Fingerprint based criminal history records check per 49 CFR 1542.209 and TSA security threat assessment DRUG TESTING CHECK REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS: Incumbent must successfully undergo, pass, and maintain a fingerprint based criminal history records check and TSA security threat assessment in order to obtain and maintain an FAI airport ID badge. Incumbent must also pass a drug/alcohol test prior to hire and will be included in the CDL random testing.

JOB DESCRIPTION:

Under direction of the Building Maintenance Foreman, installs, maintains, and repairs electrical systems and components for the Fairbanks International Airport. Analyzes systems performance and recommends improvement areas to the Foreman. Duties can include install, troubleshoot, repair, and maintenance of the baggage conveyor systems, automated access control/security devices, power distribution/generation and lighting distribution systems, parking lot entry and exit gate equipment, environmental building control systems, and overhead and building entry/exit doors. Responsible for ordering parts, supplies, materials, and equipment necessary for the installation, maintenance, and repairs of the airport electrical systems and devices.

Must be able to interpret code requirements and decide appropriate course of action to make repairs or install electrical systems and their components. Determine what actions, tools and materials are needed to make the necessary repairs to facilities. Input time and material information into the work order database system.

SPECIAL REQUIREMENTS (i.e. valid driver license, flagging certificate; First Aide/CPR Card):

Minimum of 8,000 hours / 4 years apprenticeship or equivalent experience in the electrical trade. State of Alaska Certificate of Electrical Fitness, Journeyman card is required. Valid, Class B CDL license. Must be able to lift up to 50 pounds or more. This position may be required to work shifts.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE (i.e. chainsaws, hand tools, snow plow, vehicles, sander, grader):

PC Computers or tablets, hand and power tools, portable electric power tools, analog and digital test equipment and meters telephone system, forklift man lift, service vans, pickup trucks, and two-way radios.

TYPE OF POSITION

<input checked="" type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Under direction of the Building Maintenance Foreman, installs, maintains, and repairs electrical systems and components. Analyzes system performance and recommends improvement areas to the Foreman.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Maintenance and Repair		
E/M	% of Time	Duty Statement
E	25 %	Troubleshoot, repair, and maintenance of the Airport baggage conveyor systems. Specific duties include; diagnosing troubles and initiating repairs to motors, starters, relays, photoelectric devices, times and other components of the controls systems.
E	20 %	Install, troubleshoot, maintain, and repair airport automated access control devices and the system. The system includes doors, auto gates, and guard shacks that control access to the aircraft operations area.
E	15 %	Maintain and repair the power distribution and lighting distribution systems. Systems include: substation switch gear, transformers, emergency generators, automated transfer switches, electrical panels, motor controls, circuit breakers, and fixtures. Systems and devices located and all buildings owned and/or operated by the airport authority.
E	15 %	Install, maintain and repair parking lot entry and exit gate equipment for public and employee parking lots. Equipment includes: ticket dispensers, barrier gates, pavement loops, heaters, and intercoms.
E	8 %	Maintains and repairs heating and ventilation and air conditioning equipment controls and associated devices. Equipment includes: boilers, chillers, compressors, air handlers, variable speed drives, and motors.
E	5 %	Maintains and repairs motors, controllers, and contacts for overhead doors. Doors are utilized throughout the facility for baggage handling, fire and rescue equipment, maintenance equipment, material and supply deliveries and vehicle and equipment maintenance.
E	2 %	Order parts, supplies, materials, and equipment necessary for the installation, maintenance, and repairs of the airport electrical systems and devices.
E	5 %	Work on baggage conveyor system components and controls as required. All other duties assigned.

Functional Area Title: Administration		
E/M	% of Time	Duty Statement

E	5 %	Perform record keeping duties including, time and equipment reports (timesheets), maintenance records, work order data entry and logs as required.
---	-----	--

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

PC Computer: daily

Power Monitoring System software: daily

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

PC Computers, hand and power tools, portable electric power tools, analog and digital test equipment and meters telephone system, forklift man lift, service vans and pickup trucks two-way radios

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

- Statutes and Regulations: ACC Title II, Chapter 12; AAM Chapters 81 and 82, Alaska Statute 36.30 et. al, OPDR 10.01 et. al.
- Airport Operations Manual
- Airport Security Plan
- National Electrical Code
- National and Uniform Fire and Building Codes
- Federal/State/Local laws, ordinances, and regulations
- DOT&PF Policies and Procedures
- Departmental Contract Awards Labor Contracts
- OSHA Standards
- Procurement Level I certification, as needed

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Interpret code requirements and decided appropriate course of action to make repairs or install electrical systems and their components. Determine what actions, tools and materials are needed to make the necessary repair to facilities. Input time and material information into the work order data base.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Communicate well with coworkers, lead, foremen, management, tenants, contractors, the public, and airport police. These divisions, sections and entities require constant coordination throughout the airport while on duty. Occasionally contacts tenants, contractors and project manager to coordinate items that impact electrical systems.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Failure to ask for help or learn emergency response procedures and improperly respond to an emergency system alarm could result in such things as code violations or fines from the Federal, State, or Borough, such as: Federal Aviation Administration, Transportation Security Administration, Department of Environmental Conservation, etc. Mistakes could also result in dangerous/hazardous conditions, injury to personnel, and damage to equipment and inefficient use of resources.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Keep foreman, lead and supervisor informed of all work performed and status of jobs in progress and demonstrate technical competency.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

- Minimum of 8000 hours / 4 years apprenticeship or equivalent experience in the electrical trade
- State of Alaska Certificate of Electrical Fitness, Journeyman card is required
- Class B Commercial Driver's License (CDL)
- Incumbent must successfully undergo and pass both a fingerprint based criminal history records check revealing no disqualifying criminal offenses as listed in 49 CFR Part 1542.209 and a TSA security threat assessment in order to obtain and maintain an FAI airport ID badge.
- valid driver license

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting			O	
Walking			O	
Standing				F
Running		P		
Jumping		P		
Bending or twisting				F
Squatting or kneeling				F
Crawling				F
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance				F
Climbing stairs				F
Driving cars, light duty trucks			O	
Driving heavy duty vehicles		P		
Using floor mounted foot controls to operate equipment (e.g., not driving a car)		P		
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers				F
Grasping with hand, gripping			O	
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds				F
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces		P		
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance		P		
Seeing objects peripherally		P		
Using depth perception				F
Seeing close work (e.g., typed print)			O	
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell			O	
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water		P		
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)			O	
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)			O	
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)			O	
Work at heights over 25 feet (e.g., towers, poles)		P		
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment			O	
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels				F
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)			O	
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.