

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Dept of Env Con / Div of Environmental Health	PCN: 18-7815
JOB CLASS/TITLE: Maintenance Generalist, Journey	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: Range 54	PAY WAGE: \$ 22.16 hour + DOE (steps)
CITY LOCATION: Anchorage, AK	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com
COMMENTS: Referred union members should bring a current resume and 3 professional references to an interview when scheduled.	

JOB DESCRIPTION:

This level performs work involving the full range of assignments normally associated with skilled work whereby the skill was gained through formal training or equivalent work experience. Applicant will need:

Knowledge and the ability to install, repair and maintain entire systems including boilers, heating/air conditioning and controls, computers, networks and related devices, exterior/interior structures, facilities/related fixtures, utilities, and pneumatic controls (e.g. HVAC, DDC, power generation of physical plant, sprinkler, alarm and security).

Knowledge of carpentry to complete total structure work rather than only a segment or specialized part of a structure.

Knowledge of the acquisition of proper components for electronic circuit board repair and the capabilities, requirements and limitations of electronic systems and components

Knowledge of and ability to inspect, maintain and repair boiler system controls and burners, and electrical and electronic components of various systems electrical equipment, controls, and alarm systems.

Functional Area Title: Grounds Maintenance 10 %

Maintain an inventory of building supplies required to support the buildings grounds.

Perform maintenance and organization of the outside storage units.

Maintain and organize the loading dock area.

Ensure contractor keeps driveway, parking lot, and walkways free of snow and passable at all times.

Provides all lawn and driveway maintenance not covered under normal maintenance contracts.

Perform outside maintenance on grounds and building as defined by the Senior Maintenance Specialist.

Maintain proper presentation of the American and State flags.

Maintain lawn equipment and arrange for maintenance of State vehicles.

Grounds Maintenance work decreases between September and March to minor snow and ice removal, etc.

Functional Area Title: Emergency & Safety Systems 20 %

The incumbent is responsible for maintaining a safe and secure laboratory facility. The incumbent will maintain building security devices and safety equipment and provide support to established security and safety processes. The incumbent will:

Maintain Life Safety and Security systems.

Respond to fire alarm, commercial power disruption and outage, air handling system failure, plumbing leaks and other building emergencies.

Maintain building electronic and mechanical keys and locks.

Arrange for repair and modification of door locks or keys as needed.

Functional Area Title: Building Operations and Equipment 60 %

Maintenance of major building components that includes heating boilers, condensers, vacuum system, security systems, humidity control, air handling systems and pressurized control, reheat water, emergency power generation system, domestic hot water, steam boiler system, steam generator, and electrical systems.

Performs cleaning of windows, floors, walls, that require immediate corrective actions, beyond what normal janitorial contracts cover.

Ensures proper functioning of complex digital control system and HVAC functions, which is essential for proper ventilation, life safety and heating systems.

Perform repairs on building infrastructure including walls, floors, windows, shelving, plumbing, loading dock, confined space, storage areas, mechanical rooms, and other building entities.

Perform minor repair on laboratory equipment such as incubators, water baths etc.

Communicates to the managers and staff in affected areas, status of repairs and recommendations to halt laboratory work if necessary.

Reports all building troubles and repair status to the Senior Maintenance Specialist.

Attention to Building Operations and Equipment increases to 75% between September and March (inside projects, equipment maintenance, repair, or removal).

Functional Area Title: Other duties as assigned 10 %

This position will perform other duties as describe or required.

SPECIAL REQUIREMENTS

Valid Alaska Driver's License.
 3rd Class Boiler Operators License (Preferred)

The guides and references regularly used to perform the duties described: National Codes such as fire, safety, Uniform Building Code, NEC, OSHA, AFOSH and Federal Directives.

- *Have the required skills to handle difficult problems encountered
- *Have comprehensive knowledge of the subject or occupational area
- *Exercise independence in determining actions
- *Plan and lay out work (i.e., determine how to do one's own work)
- *Complete work with only limited instruction and/or little or no advice

Daily communication with management and laboratory staff in relation to equipment malfunctions or warranty questions. Additional contact with vendors and contractors who provide supplies and services for building maintenance and repairs.

Errors by employees in this position have the potential to be costly to the State of Alaska. Errors could result in injury, damage to property (State and public), or legal action against the State. Errors could result in loss of State services due to building or building system failure such that the facility is rendered useless to employees.

The ability to communicate in a clear and concise manner with both staff members and vendors is paramount to ensure that laboratory testing requirements are met. The incumbent must also have an understanding of the proper procurement policies and procedures before entering into contract negotiations or purchasing supplies/equipment for the laboratory.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Daily use of: computer/software, numerous types of electrical and electronic tools and test equipment.
 Daily use of: Microsoft Office-including Word for Windows and Excel, and the Siemens building control systems.
 Daily use of: personal protective equipment (PPE)
 Weekly use of state vehicle.

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