

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DPS - Crime Lab	PCN: 12-4233
JOB CLASS/TITLE: Maintenance Generalist Journey	WHEN POSITION IS NEEDED:
WAGE GRADE: 54	PAY WAGE: \$ 22.16 +DOE (steps)
CITY LOCATION: Anchorage	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: Criminal	COMMENTS: Due to the nature of the position applicants with any felonies or misdemeanors will not be able to be considered no matter how old the conviction.

JOB DESCRIPTION:

- Responsible for ensuring that the facility and its grounds are maintained as a serviceable and safe working forensic laboratory on a daily basis.
- Prioritizes and monitors completion schedules, adjusting them as needed on repair or maintenance projects.
- Applies considerable practical knowledge of facility maintenance operations to ensure security alarm, fire alarm, building automation systems, boilers, HVAC, plumbing, lab equipment, electrical and other critical systems are properly maintained.
- Maintains a comprehensive preventative maintenance program, including the scheduling of regular preventive maintenance activities based upon industry standards, hours of actual operation or standard calendar maintenance cycles.
- Provides oversight to ensure contracted janitorial services are properly accomplished. Provides lawn and grounds maintenance to include snow removal, basic janitorial services and asphalt/concrete surface cleaning. May be assigned other job tasks as required.
- May coordinate with contractors, facility planners, architects, engineers or other code enforcement officials to ensure compliance with all State of Alaska as well as locally adopted building, electrical, mechanical, and plumbing codes and that the physical security of the facility is maintained.
- Coordinates with the laboratory Safety Officer to ensure fire and life safety procedures are enforced. Practices and maintains safe storage, handling, disposal of hazardous materials and be a member of the safety team.
- The ability to communicate effectively with others, both orally and in writing.
- Will be required to work at heights up to 25'.

SPECIAL REQUIREMENTS

- 1) The names and current telephone numbers of three (3) professional references.
- 2) Two (2) performance evaluations from previous employers, if available.
- 3) Proof of a valid Alaska Driver License.
- 4) **Preferred** -5years experience in facilities maintenance and repair.
- 5) **Preferred** -2years building automation systems operation and programming

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Daily - Operate various 1/2 to 1 ton vehicles, various hand tools (power, pneumatic, manual), electrical testing equipment, computer, updating PM and maintenance list, checking building automation system

Weekly - forklifts, loader, hydraulic lifts, ride and walk behind floor scrubbers.

Seasonally- plow truck, tractors, snow blowers, power brooms, lawn equipment, brush cutter, chainsaw and mobile pressure wash trailer.

Note- All operable equipment is maintained and repaired in-house with the exception of road vehicles.

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