

# STATE OF ALASKA

|                                                                                                                      |                                                                                                          |
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| DEPARTMENT/DIVISION: DHSS/ Anchorage<br>Pioneer Home                                                                 | PCN: 02-7453                                                                                             |
| JOB CLASS/TITLE: <b>Maintenance General Journey</b>                                                                  | WHEN POSITION IS NEEDED: As soon as possible                                                             |
| WAGE GRADE: 54                                                                                                       | PAY WAGE: \$ 22.16 + DOE (steps)                                                                         |
| CITY LOCATION: Anchorage                                                                                             | PHYSICAL ADDRESS: 923 West 11th Avenue<br>Anchorage, AK 99501                                            |
| CONTACT: Tracy Smith                                                                                                 | PHONE NUMBER: 907-276-7211 Ext 3<br><br>FAX NUMBER: 907-279-7171<br><br>EMAIL ADDRESS: tracy@local71.com |
| PRE-EMPLOYMENT BACKGROUND<br><input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO<br>TYPE: criminal | COMMENTS:                                                                                                |

**JOB DESCRIPTION:**

Must be able to lift up to 50 lbs. and read and speak English clearly. Must have knowledge and skills in carpentry, electrical, plumbing, mechanical, air conditioning, heating, as well as understand and apply computer skills.

**SPECIAL REQUIREMENTS**

Must pass Department of Health and Social Services background check and have current State of Alaska driver's license.

**THIS POSITION REQUIRES THE INCUMBENT TO OPERATE**

Must be able to safely operate truck mounted snow plow, hand and power tools, snow blowers, lawn mowers, small skid steer, fork lift and use ladders and platform lifts to reach high areas.

**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.

Responsible for the maintenance of the Anchorage Pioneers' Home building and surrounding grounds, subcomponents, and equipment while ensuring that a high degree of quality workmanship is maintained at all times in accordance with current Federal, State and local regulations as well as electrical codes, building codes, and general trade practices.

### 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: Building and Building Component Maintenance |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E/M                                                                | % of Time | Duty Statement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| E                                                                  | 40 %      | Knowledge of and ability to <ul style="list-style-type: none"> <li>• Perform fundamental electrical and plumbing maintenance and repairs</li> <li>• Perform visual examinations and operational tests to determine the need for, and the performance of, repair work</li> <li>• Skilled work in cleaning, finishing and painting of interior and exterior surfaces; including methods, techniques, devices, and materials that are best suited to the surface finish required</li> <li>• Develop knowledge of sustainable practices in routine maintenance and system operations</li> <li>• Perform fundamental repairs and maintenance of boilers/furnaces, HVAC systems, and pressure vessels</li> <li>• Perform fundamental repairs and maintenance of power generation systems</li> <li>• Perform scheduled Preventive Maintenance on a variety of, kitchen, and laundry equipment</li> <li>• Perform scheduled Preventive Maintenance on a variety of building components and subsystems</li> <li>• Perform snow removal of grounds using a variety of snow removal equipment</li> <li>• Perform maintenance of grounds such as lawns using a variety of equipment</li> </ul> |

| Functional Area Title: Assisted Living and Other Equipment |           |                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E/M                                                        | % of Time | Duty Statement                                                                                                                                                                                                                                                                                                                                                               |
| E                                                          | 30 %      | Knowledge of and ability to <ul style="list-style-type: none"> <li>• Perform routine and scheduled Preventive Maintenance on a variety of assisted living equipment, mechanical/electric beds, patient lifts, physical therapy, and pharmacy equipment</li> <li>• Perform routine and preventative maintenance on a variety of grounds keeping and shop equipment</li> </ul> |

| Functional Area Title: General Maintenance Skills |           |                |
|---------------------------------------------------|-----------|----------------|
| E/M                                               | % of Time | Duty Statement |

|   |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E | 20 % | <p>Knowledge of and ability to</p> <ul style="list-style-type: none"> <li>• Apply standard woodworking techniques and shop mathematics</li> <li>• Demonstrate proficiency in use of a variety of tools</li> <li>• Make minor modifications in assignments as situations occur</li> <li>• Recognize and perform "in kind" replacement of basic components and have the required skills to handle difficult problems encountered</li> <li>• Have comprehensive knowledge of the subject or occupational area</li> <li>• Exercise independence in determining actions</li> <li>• Use good judgment in determining actions</li> <li>• Plan and lay out work (i.e. determine how to do one's own work)</li> <li>• Make appropriate choice among alternatives</li> <li>• Complete work with only limited instruction and/or little or no advice</li> <li>• Proceed with work without having results or products generally reviewed in progress</li> <li>• Follow out work practices, methods and processes related to the building and maintenance trades</li> <li>• Follow work standards, care of equipment and area safety practices</li> <li>• Layout simple projects or fabrications</li> <li>• Follow documented instructions/guidelines</li> <li>• Work from sketches, work orders, basic blueprints, and instructions</li> </ul> |
|---|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>Functional Area Title: Computer Skills</b> |           |                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E/M                                           | % of Time | Duty Statement                                                                                                                                                                                                                                                                                                                             |
| E                                             | 5 %       | <p>Knowledge of and ability to</p> <ul style="list-style-type: none"> <li>• Use computers to send and receive emails in Microsoft Outlook, track work orders and man-hours in MAXIMO, and look up information on products and equipment</li> <li>• Install, repair, and maintain computer systems, networks and related devices</li> </ul> |

| <b>Functional Area Title: Other Skills</b> |           |                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E/M                                        | % of Time | Duty Statement                                                                                                                                                                                                                                                                                                                                   |
| E                                          | 5 %       | <p>Knowledge of and ability to</p> <ul style="list-style-type: none"> <li>• Recognize and respond quickly to dangerous situations or emergencies using emergency response procedures and equipment</li> <li>• Troubleshoot fire alarm and sprinkler systems and perform minor maintenance</li> <li>• Perform other duties as assigned</li> </ul> |

**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.).**

Networked computer workstation with Microsoft Windows, operating system/software (Word, Excel, Access, Outlook, electronic medical records etc.) Internet for Workplace Alaska and Maximo Maintenance Program all used 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.).**

Position uses a wide variety of hand and power tools/machinery. These include but are not limited to power drills/saws, hand and power drain cleaners, lawn equipment, pressure washers, drill press, table saw, etc. Position uses different measuring devices, i.e. tape measures, multimeter's, calipers, gages, etc. Position operates a variety of vehicles, plows, snowblowers, tractors, and skid steer with attachments. Position operates three different computer/programs. These are the the Computer Maintenance Management System (CMMS), Direct Digital Controls (DDC) computer (building systems), and the in house email and computer.

**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.).**

Local and State building, electrical, plumbing, and fire codes, i.e. IBC, UBC, IEC, NEC, IFC, UFC; CFR 29 Hazardous Materials; Local, State, and Federal OSHA, EPA, and DEC regulations; Facility Maintenance trade practices, procedure manuals, and standards.

Assisted Living Licensure requirements, AS47.33, Division Policies and Procedures, Anchorage Pioneers' Home Policies and Procedures, ASHA and all mandatory personnel and department requirements and Division of Occupational Licensing statutes and regulations. These guides and references are used daily to ensure the safety of the residents and staff.

**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.**

Prioritize and complete maintenance work as a part of a team, maintain and requisition needed supplies, work with other departments to prioritize and schedule projects and repairs. Implement safety program within department.

**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.**

Communication with Anchorage Pioneers' Home staff, residents and resident family members regarding maintenance issues through phone, email, and face to face. (daily)

Outside Contractors - Provide information and support (1-2 times per month)

Outside Suppliers - Obtain needed supplies (3-4 times per week)

**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?**

The consequences of error may result in workers' compensation injury, delay in new and upcoming projects to complete in a timely manner.

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

Ability to read, write and speak English fluently.

**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).**

Must possess a valid Alaska Drivers License. Must be able to pass a criminal background check including fingerprints.

## 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                                                                          |        |   |   | F |
| Standing                                                                         |        |   |   | F |
| Running                                                                          |        | P |   |   |
| Jumping                                                                          |        | P |   |   |
| Bending or twisting                                                              |        |   |   | F |
| Squatting or kneeling                                                            |        |   |   | F |
| Crawling                                                                         |        |   | O |   |
| Reaching above shoulder level                                                    |        |   |   | F |
| Reaching below shoulder level                                                    |        |   |   | F |
| Ascending or descending using a ladder or other conveyance                       |        |   | O |   |
| Climbing stairs                                                                  |        |   | O |   |
| 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) |        |   | O |   |
| Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)            |        |   |   | F |
| Fine manipulation with fingers                                                   |        |   |   | F |
| Pinching with fingers                                                            |        |   |   | F |
| Grasping with hand, gripping                                                     |        |   |   | F |
| Load, unload, aim, and fire handguns, shotguns or other firearms                 | N      |   |   |   |

|                                                                      |   |  |   |   |
|----------------------------------------------------------------------|---|--|---|---|
| Lifting/carrying up to 25 pounds                                     |   |  | O |   |
| Lifting/carrying 26-50 pounds                                        |   |  | O |   |
| Lifting/carrying more than 50 pounds                                 |   |  | O |   |
| Pushing/pulling up to 25 pounds                                      |   |  | O |   |
| Pushing/pulling 26-50 pounds                                         |   |  | O |   |
| Pushing/pulling more than 50 pounds                                  |   |  | O |   |
| Balancing on moving surfaces                                         |   |  | O |   |
| Balancing on narrow surfaces                                         |   |  | O |   |
| Balancing on slippery surfaces                                       |   |  | O |   |
| Balancing on uneven surfaces                                         |   |  | O |   |
| Restraining/grappling with people in a public protection environment | N |  |   |   |
| Seeing objects at a distance                                         |   |  |   | F |
| Seeing objects peripherally                                          |   |  |   | F |
| Using depth perception                                               |   |  |   | F |
| Seeing close work (e.g., typed print)                                |   |  |   | F |
| 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)                  |        |   | O |   |
| Work in urban or highway traffic (other than driving)               | N      |   |   |   |
| Work around moving machinery or mobile equipment                    |        |   | O |   |
| Work around moving mechanical parts                                 |        |   | O |   |
| 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                                                                                                                             |          |  | <b>O</b> |          |
| Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)                                                                  |          |  |          | <b>F</b> |
| Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment) |          |  |          | <b>F</b> |
| Exposure to needles or sharp implements (e.g., hospital, kitchens)                                                                                        |          |  |          | <b>F</b> |
| Use of hot equipment (e.g., kitchen ovens, lab equipment)                                                                                                 |          |  | <b>O</b> |          |
| Exposure to wild/dangerous animals                                                                                                                        | <b>N</b> |  |          |          |
| Exposure to insect bites or stings                                                                                                                        |          |  | <b>O</b> |          |
| Exposure to aggressive/angry people in a public protection environment                                                                                    | <b>N</b> |  |          |          |

**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.**

Must be able to handle a heavy workload with the ability to multi-task.