



Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DHSS/DJJ	PCN: 06-3585
JOB CLASS/TITLE: Environmental Services, Journey 2	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 60	PAY WAGE: \$ 15.68+DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CITY LOCATION: Anchorage	PHYSICAL ADDRESS: Anchorage, AK 99508
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: Fingerprinting/APSIN	COMMENTS:

JOB DESCRIPTION:

This position is responsible to independently inspect and maintain a clean and sanitized environment for McLaughlin Youth Center (MYC). This includes cleaning the Administration offices, Probation offices, Medical Suite offices, training room, MYC school, classrooms, and the gymnasium. Cleaning consists of vacuuming, dust mopping, wet mopping, waxing and buffing tile floors in the cafeteria and school, waxing and buffing the school gymnasium floor, Bonnet buffing and spot cleaning carpeted areas, emptying trash receptacles, washing windows, doors, walls, and light fixtures, cleaning whiteboards, arranging chairs, and cleaning building entrances including removing snow and ice debris from sidewalks and steps in the winter. This position also cleans rest rooms in public and support services areas to include cleaning urinals, toilets, sinks, mirrors, light fixtures, windows, doors, walls, emptying trash receptacles, wet mopping floors, and checking and filling paper towels and toilet paper dispensers.

In addition, this position is responsible to supervise and train assigned juvenile residents performing general custodial duties throughout the facility therefore safety and security is paramount.

SPECIAL REQUIREMENTS

This person must obtain the minimum required training for all employees at MYC. This includes but is not limited to CPR, First Aid, Bloodborne Pathogens, and Control Tactics.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE:

Vacuum cleaner, carpet shampooer, stripping and buffing machines, carpet extractor, washer and dryer, handheld radio, pressure washer. A snow blower may be used during the winter months to clear sidewalks and entry ways after a snowfall. This position also works with and around toxic chemicals.

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.

The purpose of this position is to independently inspect and maintain a clean and sanitized environment at the McLaughlin Youth Center (MYC) by performing daily inspections and duties. This position will train, direct, and review the work of residents assigned to assist in daily housekeeping duties.

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: Housekeeping		
E/M	% of Time	Duty Statement
E	65 %	Clean admin support offices, probation offices, medical suite offices, training room, MYC school and classrooms, gymnasium locker rooms and office. Cleaning consists of vacuuming, dust mopping, wet mopping, spot cleaning, emptying trash receptacles, cleaning chalkboards, arranging chairs and cleaning building entrances including removing snow, ice debris from sidewalks, driveways and steps in the winter. Clean restrooms in public and support services areas. Cleaning includes urinals, toilets, sinks, checking and filling towels and toilet paper dispensers as needed, emptying trash receptacles, cleaning mirrors and wall, and wet mopping floors as needed. Strip wax and buff existing tile floors including the MYC cafeteria and school. Strip wax and buff gym floor. Bonnet buff, extract, and spot clean carpeted areas. Wash windows, door, light fixtures, walls, and do special cleaning projects as needed and assigned. Make daily inspection of assigned areas to ensure cleanliness. Perform minor building maintenance and equipment repairs.

Functional Area Title: Supervise		
E/M	% of Time	Duty Statement
E	25 %	Supervise and train assigned residents performing general custodial duties throughout the facility. Ensure residents complete timesheets accurately.

Functional Area Title: Launder		
E/M	% of Time	Duty Statement
E	5 %	Housekeeping laundry.

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

E	3 %	Assist Juvenile Justice Officers who use different types of housekeeping machines and tools in their units by demonstrating the proper uses of carpet extractor, shampoo machine, and floor stripping machine. Train residents assigned to housekeeping work detail in the proper use of chemicals and equipment, including Hazard Communication and Personal Protection Equipment (PPE) training. Train assigned residents the proper methods of vacuuming, emptying trash cans, dusting, mopping, cleaning bathrooms, and arranging the school classrooms throughout the facility.
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Functional Area Title: Inventory		
E/M	% of Time	Duty Statement
E	2 %	Maintain stock of paper products and cleaning agents and try new products, reporting to the Building Management Specialist inventory levels and effectiveness of new products.

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.).

No computer software or hardware used to perform the duties. However, basic computer skills (e-mail, internet) are required to complete required annual on-line trainings.

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.).

Vacuum cleaner, carpet shampooer, stripping and buffing machines, carpet extractor, washer and dryer, hand held radio. This position also works with and around toxic or explosive chemicals. This equipment is used daily. The position also may use a snowblower during the winter months to clear sidewalks and entry ways after a snowfall.

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.).

McLaughlin Youth Center Policy & Procedures; Emergency Procedures, DHSS Policy & Procedures, State Ethics, Standard Operating Procedures, Blood-borne Pathogens Standards and Hazard Communication Standards. These guides and references are used daily.

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.

This position requires some independent judgment to plan, organize, and prioritize the daily assignments within time constraints and to ensure that goals are met. However the position has a schedule to follow and their whereabouts need to be known, specifically when supervising residents, they must be in constant contact and always remain in the same area as incumbent.

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.

Daily verbal communications with all facility/probation staff, Anchorage School District staff, and residents. Staff contact includes coordinating schedules for the daily cleaning schedule, setting up residents to help with housekeeping, staff training on equipment and the proper use of cleaning supplies. Resident contact includes training and supervising residents in the proper use of equipment and cleaning supplies.

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 incumbent needs to clearly communicate with the staff and residents to clarify the proper safety use of chemicals and equipment. For example, if a resident is mixing a chemical solution and the solution gets into their eye, if they are not trained in the proper safety procedures to flush the chemical from their eye, it could result in damage to the eye.

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

The incumbent must demonstrate a customer service orientation. It is essential that the incumbent have verbal skills to communicate effectively with a diverse group of people including staff and residents. The incumbent must demonstrate a concern for the safety and welfare of coworkers and others by responding effectively to aggressive or angry residents. The proper supervision of residents in regards to safety and security issues and appropriate handling of cleaning solutions is a critical requirement in a locked institutional setting.

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).

CPR, First Aid/ Bloodborne Pathogens/Hazard Communication Program required by OSHA, Asbestos Awareness 2 hour class required by OSHA and the Asbestos Hazard Emergency Response Act (AHERA).
Handle With Care for Support Staff.

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	N			
Walking				F
Standing				F
Running	N			
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling	N			
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs			O	
Driving cars, light duty trucks	N			
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
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				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment		P		
Seeing objects at a distance		P		
Seeing objects peripherally				F
Using depth perception		P		
Seeing close work (e.g. typed print)		P		
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading		P		
Distinguishing odors by smell				F
Distinguishing tastes	N			

4.2 Work Environment

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

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

Incumbent must have awareness and be observant of unique safety, security and confidentiality requirements of a 24-hour juvenile correctional facility when occupying a position with discretionary authority.

5. Supervisory Authority

This page must be completed if PCN **063585** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **063585** supervises or leads. Record **063585** 's level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **063585** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 063585 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 063585	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
None									