

**Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL**

DEPARTMENT/DIVISION: DFCS/APH	PCN: 02-7290
JOB CLASS/TITLE: Maintenance Generalist Journey I	WHEN POSITION IS NEEDED: Immediate
WAGE GRADE: 54 (\$24.77) DOE +Steps	CITY LOCATION: Fairbanks Pioneer Home
CONTACT: Joleen Nash	PHONE NUMBER: 452-5024 EMAIL: JOLEEN@LOCAL71.COM

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

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO TYPE OF CDL: Valid AK DL ENDORSEMENTS:	FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Criminal Name Check and Fingerprints DRUG TESTING CHECK REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS: *Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.

JOB DESCRIPTION:

Incumbent will be required to do the following:	
	<p>Duties are to repair, overhaul and replace building equipment as follows: Carpentry duties include maintenance and repair of doors, door closers, weather stripping, thresholds, locksets, cabinets, drawers and slides, install shelving, assemble furniture, wall covering, drywall repair, painting, and furniture repair. Installs and repairs carpet, floor tile, ceramic tile and masonry surfaces. Plumbing duties include install and repair faucets, toilets, sinks, and flush valves. Maintains sewage lift stations. Uses powered drain cleaning equipment to clear sewer line blockages. Tests and verifies proper function of sensors, controls, two and three way valves, regulators, air compressors, air dryers, thermostats, and replaces as necessary. Repair of water and glycol piping, including soldering pipe, threading pipe, and repairs of cast iron pipe. Does arc welding, cutting torch and brazing repairs. Electrical duties include repair or replacement of light fixtures, emergency lighting, switches, receptacles, fuses, motors, nurse call systems and security systems. Repairs electric bathing equipment and electrically operated patient lifts. Repair commercial kitchen and laundry equipment. Replace lead acid batteries in emergency equipment.</p>

	<p>HVAC duties include repair or replacement of air handling units, heating coils, cooling coils, refrigeration units, exhaust fans, air compressors and pumps. Monitors, adjusts and repairs DDC system. Performs mechanical ventilation duties for air flow verification, damper motor operation, air de-stratification, and filtering.</p> <p>Performs boiler maintenance including inspection and cleaning, chemical treatment of glycol, testing and repair of safety controls. Performs emergency generator testing, repair and maintenance.</p> <p>Perform preventative maintenance on building equipment including air handlers, kitchen equipment, laundry equipment, heating and cooling equipment. Maintain equipment service records on computer. Inspect fire extinguishers, eye wash stations, security systems and safety equipment monthly.</p> <p>Maintains outside grounds including, mowing, weeding, planting, trimming, fertilizing and plowing snow with truck and Bobcat. Repairs and services lawn mowers, rotor-tillers, weed whackers, snow blowers and Bob-Cat loader.</p> <p>Drives pickup truck to get parts as needed from local vendors. Moves heavy equipment and furniture. Loads and unloads heavy equipment onto trucks with Bobcat and deliver as needed.</p>
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THIS POSITION REQUIRES THE INCUMBENT TO OPERATE (i.e. chainsaws, hand tools, snow plow, vehicles, sander, grader):

<p>Chainsaws Hand tools Snow plow Snow blower Sander Riding lawn mower Skid steer loader Table saw Grinders Drill motors Drill press Band saw Router Electric & battery operated hand tools Circular saw Jig saw</p>

2. Duties

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

Provide maintenance of the building, equipment, and grounds to ensure the safety, comfort and well being of the residents and staff.

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:		
E/M	% of Time	Duty Statement
E	75 %	<p>Duties are to repair, overhaul and replace building equipment as follows:</p> <p>Carpentry duties include maintenance and repair of doors, door closers, weather stripping, thresholds, locksets, cabinets, drawers and slides, install shelving, assemble furniture, wall covering, drywall repair, painting, and furniture repair. Installs and repairs carpet, floor tile, ceramic tile and masonry surfaces.</p> <p>Plumbing duties include: Install and repair faucets, toilets, sinks, and flush valves. Maintains sewage lift stations. Uses powered drain cleaning equipment to clear sewer line blockages. Tests and verifies proper function of sensors, controls, two and three way valves, regulators, air compressors, air dryers, thermostats, and replaces as necessary. Repair of water and glycol piping, including soldering pipe, threading pipe, and repairs of cast iron pipe. Does arc welding, cutting torch and brazing repairs.</p> <p>Electrical duties include repair or replacement of light fixtures, emergency lighting, switches, receptacles, fuses, motors, nurse call systems and security systems. Repairs electric bathing equipment, electric beds and electrically operated patient lifts. Repair commercial kitchen and laundry equipment. Replace lead acid batteries in emergency equipment.</p> <p>HVAC duties include repair or replacement of air handling units, heating coils, cooling coils, refrigeration units, exhaust fans, air compressors and pumps. Monitors, adjusts and repairs DDC system. Performs mechanical ventilation duties for air flow verification, damper motor operation, air de-stratification, and filtering.</p> <p>Performs boiler maintenance including inspection and cleaning, chemical treatment of glycol, testing and repair of safety controls. Performs emergency generator testing, repair and maintenance.</p>

Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	<p>Perform preventative maintenance on building equipment including air handlers, kitchen equipment, laundry equipment, heating and cooling equipment. Maintain equipment service records on a computer. Inspect fire extinguishers, eye wash stations, security systems and safety equipment monthly.</p>

Functional Area Title:		
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E/M	% of Time	Duty Statement
E	10 %	Maintain outside grounds including, mowing, weeding, planting, trimming, fertilizing and plowing snow with truck and Bobcat. Repairs and services lawn mowers, rotor-tillers, weed whackers, snow blowers and Bob-Cat tractor.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	5 %	Drive pickup truck to get parts as needed from local vendors. Moves heavy equipment and furniture. Loads and unloads heavy equipment onto trucks with Bobcat and deliver as needed.

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.).

MS Outlook (Email) - Daily

MS Windows - Daily

Web browsers - Daily

DDC 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.).

Equipment Used:

Hand tools such as: screwdrivers, pliers, hammers, hacksaws, pry bars, chisels, punches, bolt cutters, sledge hammers, socket sets, tin snips, side cutters, wire strippers, files, staplers, allen wrenches, torque wrenches, clamps, ladders of all sizes, come-a-longs, chain hoists, chains, ropes, cables, pulleys, knives, grease guns, caulking guns, propane torches, shovels, picks, axes and electrical crimper`s.

Power equipment such as: drain cleaning equipment, drill motors, side grinders, bench grinders, arc welders, cutting torches, band saws, table saws, circular saws, reciprocating saws, drill presses, chop saws, pipe threading equipment, soldering irons, lawn mowers, snow blowers, riding mowers, edgers, brush cutters, weed whackers, leaf blowers, chainsaws, pickup truck, and Bobcats.

Test equipment such as: voltmeters, ammeters, gages, telephone test equipment, computer network testers, air gages, thermometers, manometers, flue gas analyzers, transducers, vacuum gages, pressure gages, circuit tracers and anti-freeze gages.

Other equipment such as: Computers, printers, copiers, blue prints and two way radios.

Work Environment:

Exposure to common areas such as: offices, resident rooms, kitchens, dining rooms, hallways, mechanical rooms, boiler rooms, outdoors summer and winter.

Exposure to hazardous areas such as: confined spaces including crawl spaces and attic spaces, roofs and high ceilings, ductwork, trenches, holes and pits.

Hazards such as: caustic chemicals for drain cleaning, disinfectants, solvents, paints, adhesives, gasoline, diesel fuel, oils, raw sewage, hot liquids, steam, intense heat, cold, high noises from air compressors jack hammers, Roto-hammers, saws, machinery and heavy equipment.

(All above are used daily or as needed).

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.).

Daily: NFPA Life Safety Code, OSHA Standards 1910, Fire Code, American`s with Disability Act, State of Alaska Assisted Living Homes Licensing regulations.

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.

Work Plans, Schedule Work, Level of Repair to make, When or when not to seek higher approval, Proper Safety Procedures to follow.

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.

Will interact with Staff, Residents, Family Members and General Public to ensure well-being of Residents.

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?

Most errors will result in staff and resident minor and/or major discomfort or inconvenience. Not following proper safety procedures can result in injury or death to employee. Injury to staff or residents can also occur. Repeated errors by the employee may result in disciplinary action up to and including termination.

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

Must be able to complete basic computer tasks, such as: e-mail, download information from web sites and printing. Must be able to learn other programs such as DDC (computerized building control software) and computerized maintenance software. Strong skills in communicating with all staff, both written and verbal. Ability to quickly troubleshoot problems and get equipment back into service. All around proficiency in electrical, plumbing, carpentry and mechanical skills.

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).

Driver`s license as required by the State of Alaska DMV.

Annual TB test as required by DHSS assisted living home licensing.

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			O	
Jumping			O	
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			O	
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				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces			O	
Balancing on narrow surfaces				F
Balancing on slippery surfaces				F
Balancing on uneven surfaces				F
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				F
Distinguishing tastes		P		

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.)				F
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)				F
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)				F
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				F
Work around moving mechanical parts				F
Work on and off moving equipment	N			
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters	N			

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

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 work in confined spaces such as crawl spaces and attics. Must be able to work with Elderly people with Dementia and Alzheimers who may become agitated and angry. Exposure to dogs, cats and other animals and plants. Position works in the sewer/drainage lines where the incumbent is exposed to blood, body fluid, germs, and other various contagious diseases. The incumbent must wear protective clothing when working in these areas.