STATE OF ALASKA

Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DNR/Forestry & Fire Protection	PCN: 10-9757
JOB CLASS/TITLE: **Wildland Fire Support Services 3**	WHEN POSITION IS NEEDED: **ASAP**
WAGE GRADE: 54 ($25.24) DOE +Steps	CITY LOCATION: Tok, AK
CONTACT: Joleen Nash	PHONE NUMBER: 452-5024 EMAIL: JOLEEN@LOCAL71.COM

CDL REQUIRED: ☒ YES / ☐ NO TYPE OF CDL: Class "C" ENDORSEMENTS: Hazardous materials	FIREARMS REQUIRED: ☒ YES / ☐ NO
PRE-EMPLOYMENT BACKGROUND ☒ YES / ☐ NO TYPE: CDL History Check DRUG TESTING CHECK REQUIRED: ☒ YES / ☐ NO	COMMENTS: *Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays. Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.

JOB DESCRIPTION:

This position works independently at the Tok Area Warehouse which is a remote facility of the State Fire Warehouse System. This position exercises a high degree of independence in all aspects of the acquisition of commodities, parts, and services. This position is fully proficient and assistance from higher level positions is not readily available.

TYPE OF POSITION

☐	Permanent Full-Time	☒	Permanent Full-Time Seasonal
☐	Permanent Part-Time	☐	Permanent Part-Time Seasonal
☐	Non-Perm Full-Time	☐	Non-Perm Part-Time
☐	Non-Perm Part-time Sporadic	☐	Seasonal

SPECIAL REQUIREMENTS (i.e. valid driver license, flagging certificate; First Aide/CPR Card):

Alaska Drivers License

Commercial Drivers License (CDL)-Class "C" with hazardous materials endorsement

Hazardous Materials Training

Current first aid card and CPR certification

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE (i.e. chainsaws, hand tools, snow plow, vehicles, sander, grader):

Office: Calculator; computers; fax machine; photocopier.

Vehicles: Light; Medium; Heavy duty

Warehouse: Banding equipment; Drum dollies; Forklift; Hand truck; Pallet stacker/pallet jack

2. Duties

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

This position works independently at the Tok Area Warehouse which is a remote facility of the State Fire Warehouse System. This position exercises a high degree of independence in all aspects of the acquisition of commodities, parts, and services. This position is fully proficient and assistance from higher level positions is not readily available.

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: Fire Warehouse Operations

E/M	% of Time	Duty Statement
E	60 %	• Forecasts supply needs beyond seasonal trends; projects routine and emergency supply requirements. • Checks invoices, vouchers, and requisitions to verify documentation of items shipped, received, returned, and stored. • Packs and prepares items for shipping using routine methods and procedures including hazardous materials. • Picks up and delivers supplies, parts and equipment. Receives, stores and maintains supplies in safe, proper and cost effective manner. • Conducts physical inventories. • Avoid over-stocking out-of-date parts or commodities. • Identifies alternative sources or possible substitutions; obtains supplies within critical time requirements. • Uses non-routine procurement within department policy authorizations/prepares bids and requisitions. • Maintains records, accounts and re-order files. Contacts vendors, contractors or merchants for open purchase or routine or low-cost items. • Write, use, and determine specifications to acquire needed services and equipment. • Act as Area Federal Excess Property Program manager. • Hire, train, and supervise Emergency Fire Fighters (EFF) to assist in warehouse operations.

Functional Area Title: Ground Support Coordination

E/M	% of Time	Duty Statement
E	40 %	• Inventory and manage regional vehicle fleet, including engines, support vehicles, trailers, and other equipment and ensure the fleet is maintained on schedule. • Schedule fleet maintenance and keep documentation and records for all vehicles. • Interface and coordinate with Northern Region Dispatch Center, Fire Managers, and State Fire Warehouse Coordinator to ensure fire transportation and logistical needs are being met. • Develop and maintain a hiring pool of equipment inspectors. • Ensure all contracted equipment for fire purposes have been hired per guidance outline in the Alaska Business Management Handbook. • Ensure vendors understand the Emergency Equipment Rental Agreement (EERA) inspection process and hold preseason meetings, as needed, to inspect equipment pre-season and train new equipment inspectors.

		• Coordinate and conduct EERA inspections, as needed, and provide properly completed hiring packets to fire administrative staff. • Hire, train, and supervise Emergency Fire Fighters (EFF) to assist in ground support tasks.

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.).

Daily:

Microsoft Word and Excel; Division of Forestry warehouse tracking software (WRAP); email

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.).

Office: Calculator; computers; fax machine; photocopier.

Vehicles: Light; Medium; Heavy duty

Warehouse: Banding equipment; Drum dollies; Forklift; Hand truck; Pallet stacker/pallet jack

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.).

NWCG Incident Command System (ICS) - Daily (this is the system that we use to operate our wildland fire program).
Position Task Books - Daily while in a training position for specific qualification and occasional when monitoring a subordinate in a training position)
Forestry PPMs - Daily (these are the guidelines that govern our daily work).
Emergency Response Guide for Hazardous Materials - 1 day for our annual hazmat refresher and as needed throughout the year.
Alaska Incident Business Management Handbook - 5 - 7 times per month for reference on wildland fire management issues.
Alaska Administrative Guide - 1 - 3 times per month for reference to specific administrative questions.
GGU and LTC Union Contracts - 5 - 7 times per season for benefit confirmation and administrative procedure compliance.
National Mobilization Guide - 1 - 3 times per week for reference to mobilization procedures in Alaska and nationally.
Dispatch and Supply Plan - daily for reference to our dispatch and supply procedures.

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.

Plan, order, and stock supplies necessary for successful initial attack of fires. This includes stocking the warehouse pre-fire season with the initial supplies necessary and then maintaining that stocking level throughout the season. During fire emergencies, maintain inventory and tracking procedures to enable the accurate restocking of the warehouse.

Develop plans for building maintenance including the acquisition of labor and equipment. Ensure maintenance is conducted according to state and federal codes.

This position supervises at least 3 to 5 EFF at the Tok Station on an average daily basis during the fire season. During larger fires this could be as many as 20 people.

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.

Supervisors and Co-workers: Contacted DAILY to coordinate operations in the office and in the field to complete our mission of managing the State´s resources and performing wildland fire suppression duties.

Division of Forestry Personnel in other Areas (of the State): Contacted DAILY to get answers to procedural questions, responding to requests for information, to coordinate miscellaneous wildland fire management issues pertaining to the Logistics/Dispatching function, to coordinate the movement of supplies to or from our Area for wildland fire related activities.

Contractors/Vendors: 3-5 times per week for information on availability of equipment, and other items needed for our wildland fire activities and vendor billing issues; researching availability of any number of products that we may need to purchase for our daily operations.

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 to the operations: The availability of too few supplies for deployment to a fire can result in unsuccessful initial attack, resulting in a larger fire, increased suppression costs, potential loss of resources, life, or property.

Poor decision making leads to excessive suppression costs to the State and property loss to the public.

The consequences of error to the program: Could mean litigation, loss of creditability in the eyes of the public and the Legislature, increased suppression costs, decreased program funding.

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

Good written and oral communications skills are mandatory. Ability to interface with the public and people of cross cultural backgrounds. Must be able to handle stressful situations, rapidly changing conditions, and possess strong organizational skills, multi task, and pay attention to detail.

The person is expected to work flexible work schedules that may require long days, and to be available

throughout the fire season to respond to fire calls after hours and on weekends.

Must have a working knowledge of State and National warehouse procedures.

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).

Alaska Drivers License

Commercial Drivers License (CDL)-Class "C" with hazardous materials endorsement

Hazardous Materials Training

Current first aid card and CPR certification

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	**N**			
Jumping	**N**			
Bending or twisting				**F**
Squatting or kneeling				**F**
Crawling		**P**		
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				**F**
Using floor mounted foot controls to operate equipment (e.g., not driving a car)				**F**
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				**F**
Fine manipulation with fingers			**O**	
Pinching with fingers			**O**	
Grasping with hand, gripping			**O**	
Load, unload, aim, and fire handguns, shotguns or other firearms		**P**		

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	**N**			
Balancing on narrow surfaces		**P**		
Balancing on slippery surfaces		**P**		
Balancing on uneven surfaces		**P**		
Restraining/grappling with people in a public protection environment	**N**			
Seeing objects at a distance			**O**	
Seeing objects peripherally			**O**	
Using depth perception			**O**	
Seeing close work (e.g., typed print)				**F**
Distinguishing colors			**O**	
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			**O**	
Work/live in remote field sites			**O**	
Work in confined areas (under desks, in heating vents, etc.)		**P**		
Exposure to dust, chemicals, or fumes		**P**		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		**P**		
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)		**P**		
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		**P**		
Work/travel in boat/small aircraft/helicopters		**P**		

Exposure to high noise levels		**P**		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	**N**			
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)			**O**	
Use of hot equipment (e.g., kitchen ovens, lab equipment)		**P**		
Exposure to wild/dangerous animals		**P**		
Exposure to insect bites or stings			**O**	
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.