

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DIVISION: Facilities Services		PCN: 25-2102 (Position Description Attached)	
JOB CLASS/TITLE: PL0452 -Maintenance Specialist Plumbing/Journeyman II Lead -		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 51 /\$28.62 + DOE (steps)+ benefits		DUTY STATION: Fairbanks	
<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

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: M-F / 40 HR
	TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO

<p>PRE-EMPLOYMENT BACKGROUND CHECK: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO</p> <p>Type: PRIVACY ACT NOTICE: (a) Purposes and uses: Copies of this completed form will be furnished to individuals in order to obtain information regarding your background to determine your suitability to work or volunteer in the Office of the Governor or Lieutenant Governor, at the Governor's House, or with the Governor's family. (b) Effects of Nondisclosure: Furnishing the requested information, thereby authorizing collection of background information, is voluntary, but failure to provide all or part of the information will result in a lack of consideration for such employment.</p> <p>DRUG/ALCOHOL TESTING: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO</p> <p>Must complete PRE-HIRE screening.</p>	<p>COMMENTS/SPECIAL REQUIREMENTS:</p> <p>Perform routine plumbing maintenance & repairs on State owned buildings. Provide technical expertise and support of small, medium and possibly large construction projects as well as support other regional districts plumbing needs. At times, will also be required to perform general maintenance support for DOT&PF Buildings and facilities primarily in the interior but throughout Northern Region.</p>
---	---

<p>CANDIDATE MUST BRING TO INTERVIEW:</p> <p><input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71)</p> <p><input type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form</p> <p><input checked="" type="checkbox"/> Criminal Convictions: Must provide a copy of the judgement from the Court for <u>any</u> Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring</p>

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

<p>APSIN* clearance, must provide judgement for <u>all</u> convictions regardless of date.</p> <p><input checked="" type="checkbox"/> Copy of certifications and licenses</p> <p><input type="checkbox"/> Other:</p> <p><i>Note:</i> Candidates who do not bring the required information to the interview may be rejected.</p>

<p>CONTACT: Joleen Nash</p>	<p>PHONE NUMBER: 907-452-5024</p> <p>FAX NUMBER: 907-456-1771</p> <p>EMAIL ADDRESS: joleen@local71.com</p>
-----------------------------	--

2. Duties

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

Provide plumbing & general maintenance support for DOT&PF Buildings and facilities primarily in the interior but throughout Northern Region.

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: Mechanical Systems		
E/M	% of Time	Duty Statement
E	50 %	<ul style="list-style-type: none"> 50% Install, maintain, troubleshoot, and repair a wide variety of plumbing and mechanical systems in all of our Northern Region Facilities. These buildings include complex buildings such as the Fairbanks Regional Office Building, unheated dirt floor SREB 's and everything in between. Primary responsibility for mechanical systems installed in facilities. <p>Systems can include: Potable hot & cold water, compressed air, glycol (heat transfer and cooling), heating, air conditioning, fuel, ventilation, fire control, septic, and hydraulic.</p>
E	30 %	<p>Install, maintain, troubleshoot, and repair HVAC systems and their respective control systems.</p> <p>This includes estimating time, materials and procuring same and special equipment and tools if needed. Control systems can include heating, cooling, ventilation, plumbing, low voltage electrical, steam, boilers, burner work, and associated structural building repairs and improvements.</p>
E	5 %	<p>Plumbing and Mechanical System Design. Review system design & construction documents for functionality and acceptance. In some cases perform design work for in-house projects including heat loss calculations, flow calculations, pipe sizing, isometric drawings, riser diagrams, welding drawings, researching and procuring system components, preparing blue prints and as-built drawings.</p>
E	5 %	<p>Certified Plumber inspections. As a plumber with a certificate of fitness from the State of Alaska Dept. of Labor, perform necessary inspections of fuel tanks, septic, heating, and water systems.</p>

Functional Area Title: General Maintenance Activities		
E/M	% of Time	Duty Statement
E	10 %	<p>Perform general duties as assigned. This could include carpentry, electrical troubleshooting, painting, building system troubleshoot & repair, and cleanup. This position will be responsible for all facets of building maintenance when dispatched to remote locations where a multi-craft team is not practical.</p>

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 use of desktop and Laptop computers on the State network. Daily use of MS Office applications. Daily use of Facilities Maintenance Management System (FMMS).

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.).

All types of portable and stationary power tools, arc and acetylene weld brazing and cutting, and computers. All plumbers hand tools, fluke 87 multimeter, fluke 80 amprobe, fluke thermocouple and multiple sensors for heat, Simpson analog multimeter, fault cable locator, data-logger complete with hardware for monitoring sound, volts, current, cycles and temperature. Inch and ft. pound torque wrenches, micrometers, vacuum gauges, manometers, pressure gauges, electric and manual pipe threaders, front end loaders, fork lifts, flat-bed truck with hydraulic boom, ditch-witch trencher, sewer line jetter, sewer camera, digital camera, and specialized tools for burner work. Software for heat loss calculations and mechanical design.

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.).

International, Federal, State, City and Municipal Building Codes.

Uniform Plumbing Code, Uniform Mechanical Code, NFPA standards, Uniform Building Code.

These codes are referenced daily and are the basis for system design standards.

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.

Position works with general direction only. Many times in remote locations with inadequate communication to supervision. Initiative and ethic is mandatory to perform job to high performance level. Most decisions are based upon knowledge and experience. The position has authority to spend State funds for materials and services necessary to support NR Facilities projects and maintenance. Expected to perform duties with application of supervisor and management philosophies.

Incumbent has the authority to set priorities, check the quality of work, and instruct staff.

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.

Supervisor - Daily when feasible for status and general direction.

Procurement - Several times per week to order and receive commodities.

Local Government - Occasionally to discuss codes and obtain permits.

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?

Errors by an incumbent in this position could have insignificant consequences or be severe enough to lead to death and damage to property. This could be both State of Alaska and the public domains. The incumbent is certified by the Department of Labor to perform duties of a Journeyman Plumber. Those duties are primarily safety critical in nature.

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

Excellent communication skills are required, both written and oral. Computer skills, including typing are essential.

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).

Journeyman Plumber Certificate of Fitness issued by the SOA Department of Labor.

Valid Alaska Drivers License.

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			O	
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				F
Driving heavy duty vehicles		P		
Using floor mounted foot controls to operate equipment (e.g., not driving a car)		P		
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)			O	
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			O	
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces	N			
Balancing on narrow surfaces		P		
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			O	
Hearing conversations or sounds				F
Hearing via radio or telephone		P		
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell		P		
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			O	
Work in confined areas (under desks, in heating vents, etc.)			O	
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)			O	
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	N			
Work around moving mechanical parts		P		
Work on and off moving equipment	N			
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters		P		

Exposure to high noise levels			O	
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)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)			O	
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings		P		
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.

5. Supervisory Authority

This page must be completed if PCN **252102** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252102** supervises or leads. Record **252102** '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 **252102** 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 252102 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 252102	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									