

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

DIVISION: Facilities Services		PCN: 25-2108 (Position Description Attached)	
JOB CLASS/TITLE: PL0411 - Maintenance Specialist, Bldg/ Facility/Const, Journey I - Wage 53		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 53 +Steps (Geo Diff 7)		DUTY STATION: Seven Mile Camp	
<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

<p>Required-Alaska Driver's License</p> <p>Must complete PRE-HIRE screening</p>	<p>WORK SCHEDULE: Alternate Work-Week</p> <p>TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO</p>
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<p>CONTACT: JOLEEN NASH PHONE: 907-452-5024 EMAIL: JOLEEN@LOCAL71.COM</p> <p>Benefits include: paid holiday's, paid leave bank, retirement & health insurance (medical, dental & vision).</p>	<p>COMMENTS/SPECIAL REQUIREMENTS:</p> <p>Under the direction of the Building Maintenance Specialist BFC Foreman, this position performs building maintenance on State maintained facilities in the Dalton district but primarily at the Seven Mile maintenance station. This position is responsible for building maintenance through troubleshooting, repair and preventative maintenance on all building systems and components, including diesel powered power generation. Analyzes system performance and recommends improvement areas to the Foreman.</p>
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<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>

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APSIN* clearance, must provide judgement for all convictions regardless of date.

- Copy of certifications and licenses
- Other:

Note: Candidates who do not bring the required information to the interview may be rejected.

2. Duties

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

Under direction of the Building Maintenance Specialist BFC, Foreman, installs maintains and repairs HVAC and electrical systems and components. Perform preventive maintenance and repairs on all building and Airport building systems and components to protect the safety and health of the facility users and maintain the condition of the property. Maintenance and repair of the heating, ventilation and air conditioning systems is a major life-safety specialty of the building maintenance trade. Analyzes system performance and recommends improvement areas to the Foreman

Through maintenance and repair, protect the State`s building assets, improve structure longevity and provide for safety and comfort of the building occupants and members of the public.

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: Maintenance Specialist		
E/M	% of Time	Duty Statement
E	80 %	<p><i>Proficiency in use of essential equipment of the career area i.e., hand and powered tools, portable electric powered tools, analog and digital test equipment and meters, service vans and pick-up trucks, 2-way radios, computers, programmable logics controllers, refrigeration service and recovery equipment, boiler test and calibration equipment, air flow test and calibration equipment. Perform preventative maintenance of building HVAC systems and their components and repair and/or replace faulty and worn parts and service, clean, repair, adjust and calibration of gas fired boilers, including all control systems and ancillary equipment. Service, clean, repair, adjust and calibration of refrigeration operated systems, including: air conditioners, chillers, freezers and refrigerators, all control systems and ancillary equipment such as cooling towers licensed and certified under the EPA Clean Air Act. Clean, lubricate and repair various types of rotating machinery including fans, pumps, motors, rollers, gear and chain drives. Repair, replace, and fabricate sheet-metal components for heat and ventilation ducting.</i></p> <p><i>Service, clean repair, adjust and calibration of air compressors and compressed air systems including control air systems and components.</i></p>
E	20 %	<p><i>Troubleshoot and repair various types of controls systems to include: pneumatic, DDC, logic and programmable logic controllers.</i></p> <p><i>Order parts, supplies, materials and equipment necessary for the maintenance and repair of the systems and components within building maintenance department. Perform record-keeping duties including time and equipment reports, maintenance records, work order data entry and logs as required.</i></p> <p><i>Operate service vehicles and equipment in and around the Aircraft Operations Area. Utilize 2-way radios, communicating clearly and effectively.</i></p> <p><i>Performs a wide variety other building maintenance, repair, and construction duties as assigned.</i></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.).

Utilize 2-way radios, communicating clearly. -- DAILY

Monitor, operate and respond to Building Systems including alarms utilizing specialized computer programs such as the building automation system, fire alarm system, baggage system, and access control system. -- DAILY As Required

Building Interface program for on-line time sheets, work order requests, stock request, etc., on standard PC workstation - 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.).

Hand and power tools, Portable Electric power tools, Analog and digital test equipment and meters - DAILY

Fixed shop equipment to include: saw, drill press, band saw, cut off saw, chop saw, routers, shapers, sanders, planers, hydraulic press, threading machine, lathe, sewer snakes, air compressors and air tools, torches, welder and various testing devices and equipment. - OCCASIONALLY when needed - less than 5 times a week

Refrigerant Equipment - recovery units and cylinders, manifold gauges, scales, vacuum pumps, leak detection - OCCASIONALLY when needed - less than 5 times a week

Man Lift/Scissor Lift/Boom Lift - 1/2 times per week

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.).

All Federal, State, City and Municipal Building and Utility Codes. Uniform Plumbing Code, Uniform Mechanical Code, NFPA standards, Uniform Building Code.

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.

The incumbent interprets and applies codes and engineering standards. Trouble shoots components of building systems and present the findings to the supervisor for review. Develop specifications for the purchase of materials and/or contracted repairs or proceed with the required work. Stationed in a remote locations without the immediate availability of supervision and must make judgment calls on the best course of action to take.

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.

Must communicate well with the Crews, Leads, Foremen, Management, Tenants, Contractors, Public.

These Departments require constant coordination throughout the airport while on duty. Occasionally contacts tenants, contractors and project manager to coordinate items that impact HVAC systems.

Works independently but will request guidance from the Duty Station foreman, Maintenance Specialist Foreman 50.

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?

Faulty work, or incorrect parts ordered, could render systems (heating, ventilation, and air conditioning) inoperable causing the closure of a facility or its operation. Incorrectly developed specifications for contracted repairs would result in unnecessary expense. Improper use of tools or test equipment could result in damage to control logic in control systems, injury to self or others, damage to buildings and property.

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

Keep supervisor informed of all work performed and status of jobs in progress. Technical competency.

Knowledge of:

Work practices, methods and processes related to the building and maintenance trades

Work standards, care of equipment and area safety practices

Maintain and trouble shoot fire sprinkler, alarm and related security systems

Buildings exterior and interior structures, systems, facilities and related fixtures and utilities

Ability to:

Apply standard techniques and shop mathematics

Perform fundamental electrical, plumbing, carpentry, mechanical, and facilities maintenance and repairs

Independently perform fundamental repairs and maintenance of boilers/furnaces and heating/air conditioning systems.

Utilize basic procurement procedure and warranty provisions

Use computer applications in the course of the work

Perform visual examinations and operational tests to determine the need for, and the performance of, repair work

Work from sketches, work orders, engineering plans, schematics, blueprints and instructions

Demonstrate proficiency in the use of a variety of tools

Make minor modifications in assignments as situations occur

Recognize and respond quickly to dangerous situations and emergencies using emergency response equipment.

Written and oral communications are essential to performing the job. Ability to interpret blueprints, ladder diagrams, schematics, specifications, and control logic are essential. The understanding and use of computers and computer programs.

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).

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		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				F
Driving heavy duty vehicles	N			
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)		P		
Fine manipulation with fingers			O	
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		P		
Hearing conversations or sounds				F
Hearing via radio or telephone				F
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		P		
Work in/exposure to cold water			O	
Work/live in remote field sites		P		
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)		P		
Work at heights over 25 feet (e.g., towers, poles)			O	
Work in urban or highway traffic (other than driving)			O	
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts			O	
Work on and off moving equipment		P		
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)		P		
Exposure to wild/dangerous animals		P		
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.