

## Public Employees Local 71 (LTC)

### REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DHSS / AKPH	PCN: 02-7638
JOB CLASS/TITLE: <b>Maintenance Generalist, Journey</b>	WHEN POSITION IS NEEDED: <b>Immediate</b>
WAGE GRADE: 54 (22.16) +Steps	CITY LOCATION: Ketchikan Pioneer Home
CONTACT: LINDA MURPHY	PHONE NUMBER: 586-6993 EMAIL: LINDA@LOCAL71.COM

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO *Valid AK DL	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 Background 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:

This is a full-time position with the Ketchikan Pioneer Home. The job involves the repair & maintenance of exterior and interior buildings, building components and system devices, structures, the surrounding grounds, the preventive maintenance and servicing of equipment and related manual physical work under the direction of the Maintenance Generalist Foreman.

The work requires a range of competencies in a variety of trades such as plumbing, electrical, painting, masonry, concrete, carpentry, grounds maintenance. The work is of a broad range and general nature, and typically is not at the skill level characteristic of the licensed crafts of electrician and plumber.

The work typically involves dealing with sub-components of complete systems. The exception is with Heating, ventilation air condition controls (HVAC) applicable to buildings. Maintenance generalists perform HVAC component replacement and minor repair.

The maintenance journey worker is fully proficient. The work is performed independently, using standard methods and techniques, and consists of assignments that are typical of the occupational field. Journey workers can use a variety of interrelated skills to independently complete work that conforms to industry standards.

Knowledge of and ability to:

- \* Basic mathematics
- \* The safe and proper use and care of tools common to equipment and building maintenance
- \* Locate and use shop and manufacturer's reference books and manuals
- \* Perform limited construction and maintenance repairs using appropriate tools
- \* Perform minor maintenance and repair of hand and power tools and equipment used in the work

- \* Perform physically demanding work
- \* Read and write, follow and apply written and oral directions and safety sheets
- \* Complete incident reports, material requests, and a timesheet
- \* Identify and safely handle construction, maintenance wastes and hazardous materials
- \* Recognize and respond to dangerous and emergency situations using emergency response equipment and following established procedures
- \* Use judgment independence in determining priorities and actions
- \* Must be able to plan and lay out work and make appropriate choices
- \* Apply standard woodworking techniques and shop mathematics
- \* Perform fundamental electrical and plumbing maintenance and repairs
- \* Perform fundamental repairs and maintenance of boilers/furnaces and heating/air conditioning systems
- \* Utilize basic procurement procedures and warranty provisions
- \* Use applicable computer applications in the course of the work
- \* Perform work using work orders, basic blueprints and instructions
- \* Must be competent in traditional maintenance and construction methods and the interpretation and application of the applicable codes
- \* Make minor modifications in assignments as situations occur
- \* Experience with Digital Building Management Systems is preferred

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

Must be able to work in confined spaces such as crawl spaces and attics.

Must be able to pass a criminal background check including fingerprints.

Must have a valid Driver`s License as required by State of Alaska DMV.

Annual TB tests as required by DHSS Assisted Living Home Licensing.

Provide current evidence of negative results to COVID-19 testing performed within 2 weeks prior to start date. See IMPORTANT NOTE below.

**IMPORTANT NOTE:** As part of the employment requirement at this unprecedented time COVID-19 testing with negative results will be required prior to appointment.

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

Position uses a wide variety of hand and power tools/machinery. These include but are not limited to power drills/saws, hand and power drain cleaners, lawn equipment, pressure washers, drill press, table saw, etc. Position uses different measuring devises, i.e. tape measures, multimeter`s, calipers, gages, etc. Position operates a variety of vehicles, plows, snowblowers, tractors, and skid steer with attachments. Position operates some computer/programs, including Direct Digital Controls (DDC) computer (building systems), and the in-house email and computer.

**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.

To contribute to the maintenance teams efforts in the upkeep, repairs, & improvements of the facilities varied systems in order to provide a safe and comfortable work and living environment.

### 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	15 %	<p>Perform duties in a manner that ensures the safety of self, residents, staff, and visitors of the Ketchikan Pioneer Home.</p> <p>Inspection, adjustment and / or repairs of buildings mechanical systems to include: boilers, pumps, ventilation, filtration, generator, fuel system, compressors and motors - and their control systems.</p>
E	15 %	<p>Plumbing-repairs and new installation to include opening of stopped drains and vents, repair of replacement of leaking fittings, flush valves, faucets, vacuum breakers, dielectric unions, gate, ball and mixing valves, modulating radiator actuators, etc. Installation of high voltage water boosters including regulators, air shocks, gauges, and strainers.</p> <p>Installation of new fixtures including urinals, commodes, pan washers, tubs and sinks, etc.</p>
E	20 %	<p>Interior and exterior repairs, structural and cosmetic including: sanding, patching, taping, putting and other surface preparation.</p> <p>matching, mixing and applying paints, stains and other finishes.</p> <p>Upkeep or installation of carpet, linoleum, tile, vinyl wall coverings, cork board, cove base, doors, windows and hardware.</p> <p>Fabrication of wood and metal; cut, grind, weld and braze metal components, cabinet making, general carpentry, concrete, roofing, insulation and finish trim.</p>

Functional Area Title:		
E/M	% of Time	Duty Statement
E	15 %	<p>Electrical maintenance including replacing wires, switches, receptacles, connectors, ballasts, fuses, breakers, thermal overloads, rheostats, relays, motors and fixtures. Also, inspection, adjustments and trouble shooting of the above. Keep 3 phase relative balance.</p> <p>Trouble shoot, repair, replace and communication with manufacturer´s technical support staff of nurse call, security systems, Wanderguard, and Ambu Alarm Systems.</p>

E	15 %	Preventative maintenance compile, coordinate and implement homes P.M. program. Inventory and keep stock of maintenance supplies, bench stock and commonly used replacement parts.
E	15 %	Automotive tune, lube and other mechanical repair required of homes, van, bus, and garden equipment. Assist with grounds maintenance; lawn mowing, hedge clipping, ice sanding, and snow removal. Attend technical schools and seminars as assigned. Attend and participate in departmental, team and committee meetings and In-Services provided by the Home. Cover for Maintenance Foreman in his absence. Other duties as assigned including assistance and support of environmental services department (laundry, housekeeping, and janitorial duties).
E	5 %	Maintenance duties as needed for Community Health Center facility

**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.).**

Computer based Preventive Maintenance, Direct Digital Controls, Door Security, Wireless Nurse Call, Fire Alarm System, Programmable commercial laundry equipment, Wanderguard and Ambulation alerts. Each may require daily use.

**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.).**

Complete array of shop tools both hand and power to include; multi-meter, amp probe, telephone toner, handset and punch down tool, table saw, drill press, skill saw, reciprocating saw, band saw, jig saw, router, builders transit, welder, cutting torch, soldering torch, pipe threader, drain cleaners, pressure washer, combustion efficiency analyzers, powered scissor lift, pick up truck and/or tractor mounted snow plow, snow blower, sander, back blade, and others. Any of the above could be required daily.

**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.).**

OSHA standards, professional standards, trade practices, building codes, electrical and plumbing codes. All codes and standards may be 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.**

The incumbent will work independently to trouble shoot and repair equipment. This may require technical communications with manufacturer representatives. Engaging of outside contractors and technicians as well as ordering of parts will be facilitated by the department foreman.

**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.**

Any of the mechanical and electrical systems may require communications with manufacturer's technical support staff. These contacts are made as needed and could be expected monthly.

Daily contact with the residents is expected and required

**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?**

Consequence of improper adjustment and repairs of commercial equipment and the operation of power equipment could result in bodily harm, explosion, or electrocution.

Fire, flooding, and interruption of utilities and fire suppression systems could result from errant maintenance activity.

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

The ability to logically analyze energy control paths through the reading and understanding of ladder and line diagrams, and sequence of operation schematics.

Basic computer and keyboarding skills.

Basic knowledge of computer systems, networking and related devices. Basic knowledge of computerized building control systems.

**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).**

State of Alaska drivers license.

OSHA Bloodborne Pathogens Act.

HIPPA Confidentiality.

## 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		P		
Bending or twisting				F
Squatting or kneeling				F
Crawling			O	
Reaching above shoulder level			O	
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)			O	
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers			O	
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			O	
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			O	
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	N			

#### 4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work in/exposure to cold water			O	
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)			O	
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)			O	
Work at heights over 25 feet (e.g., towers, poles)		P		
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			O	
Work on slippery or uneven surfaces				F
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.)			O	
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)			O	
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 (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work 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.

Patience and understanding of working with the elderly. The environment the incumbent works with will involve the highly-volatile clients and the deceased; which requires exposure to blood, bodily fluids, infection, etc..., for special needs area of care.

## 5. Supervisory Authority

This page must be completed if PCN **027638** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **027638** supervises or leads. Record **027638** '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 **027638** 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 027638 's Responsibilities and Assigned Level of Authority**

Positions Directly Supervised or Led by PCN <b>027638</b>	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									