

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

DEPARTMENT/DIVISION: DMVA/FMO	PCN: 09-0234
JOB CLASS/TITLE: <b>Maintenance Generalist-Journey</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: 54 (\$24.05) +Steps	CITY LOCATION: Eielson AFB
CONTACT: Joleen Nash	PHONE NUMBER: 907-452-5024 FAX NUMBER: 907-456-1771 EMAIL ADDRESS: JOLEEN@LOCAL71.COM

<p>PRE-EMPLOYMENT BACKGROUND  <input type="checkbox"/> YES / <input type="checkbox"/> NO</p> <p>Required: Alaska Driver's License</p>	<p>THIS POSITION REQUIRES THE INCUMBENT TO OPERATE (i.e. chainsaws, hand tools, snow plow, vehicles, sander, grader): Shovel, hand tools for landscaping snow removal. Bobcat with snow blower attachment. bucket, blade, and forks.</p>
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**JOB DESCRIPTION:**

The position performs a variety of general maintenance and repair duties in Air National Guard facilities to include grounds maintenance, preventive maintenance, and servicing of real property installed equipment. The incumbent installs, maintains, inspects, and repairs exterior and interior structures, building systems, components, and all fundamental maintenance requirements necessary to keep facilities operational. The position also performs fundamental electrical and plumbing repairs and works from sketches, work orders, and basic blueprints.

\*\*\*PLEASE READ: APPLICANT MUST SUBMIT STATE OF ALASKA APPLICATION – SEE AVAILABLE COPIES WITH THIS POSTING, OR PRINT A COPY OF THE APPLICATION AT: <http://doa.alaska.gov/dop/fileadmin/StatewideHR/pdf/WPAPaperApplication.pdf>

**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.

This position is required to perform a variety of maintenance, repairs, and new installations in a commercial environment in State and Federally owned facilities in support of the Department of Military & Veterans Affairs (DMVA) as directed by the Building, Facility, Construction (BFC) Foreman.

### 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: Preventative Maintenance		
E/M	% of Time	Duty Statement
E	60 %	Incumbent conducts preventative maintenance tasks on a regular schedule to permanently installed equipment, in accordance with the manufacturers requirements, and industry standards; make the necessary repairs to all building systems as required.  Generally has the authority to make decisions necessary to complete assigned tasks in a safe and efficient manner. Must be able to exercise independence and use judgment when determining appropriate actions in completing work.

Functional Area Title: Building System Repair		
E/M	% of Time	Duty Statement
E	20 %	Incumbent performs fundamental electrical, plumbing, and steam distribution system repairs, works from sketches, work orders, and basic blueprints, and complex logic and control diagrams. Troubleshoots, programs, and repairs Direct Digital Control (DDC) systems; performs basic locksmith and building security functions. Inspects and repairs various types of hangar doors and controls. Employee performs combustion analysis and hydronic water treatment as necessary to maintain chemical balance within the heating systems. Installs complete building systems as necessary.

Functional Area Title: Grounds Maintenance		
E/M	% of Time	Duty Statement
E	10 %	Incumbent will be required to operate a large variety of snow plowing/removal equipment to include shovels, and ice chippers. During the summer months, incumbent operates all types of equipment; mowers, tractors, implements and hand tools necessary to maintain grounds.

Functional Area Title: Engineering Support		
E/M	% of Time	Duty Statement

M	5 %	Incumbent provides technical support to both uniformed and non-uniformed co-workers through the review of schematics, programming, blueprints, and contract specifications. Employee provides consultation and field expertise during all phases of construction as well as contract support when requested.
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**Functional Area Title:** Administrative/Other duties

E/M	% of Time	Duty Statement
M	5 %	Incumbent conducts research and documentation on State or Federal networks for product and technical data and inputs work history and time accounting for payroll. May be requested to perform additional duties as needed to support the Air National Guard (ANG) requirements.

**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- Desktop and laptop computers, cellular telephone, two-way radio, Microsoft Office, Explorer, Integrated Engineering Maintenance System (IEMS) or other preventative maintenance work order tracking program, Building Automated System software.

Weekly- Mobile gas detection meters, infrared temperature probes.

Monthly or less- Infrared camera, combustion analyzer, metal detector, cable tracer, DC Power supply, welders, cutting torches, grinders, drill press, planer, table saw, compound miter saw, sander, and other types of construction tools/equipment.

**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.).**

Daily- hand tools/wrenches, power tools, ladders, vehicles, computer`s, electronic test equipment, operation and maintenance manuals, and personal protective equipment. Read and understand blue prints, schematics and diagrams.

Weekly- Portable snorkel lifts, platform lifts, vacuum, shop equipment, loader, skid-steer, tool cat, lawn tractor, weed eater, and push mower.

Monthly- Dump truck, loader, backhoe, air compressor, generators, and fire pumps.

**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.).**

National Electrical Code (NEC) - weekly

NFPA 70e- weekly

ASME, State of Alaska Boiler and pressure vessel code - monthly

Uniform Plumbing Code- weekly

Uniform Building Code- weekly

Air Force Instructions- daily

OSHA 1910 and 1926- daily

Building and control prints- weekly

**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.**

Incumbent must possess the comprehensive knowledge of complete building systems and the required skills to handle difficult situations within the occupational area while exercising independence and good judgment when determining appropriate actions in completing work. Employee is responsible for the layout and plan work in accordance with established procedures and makes appropriate choices weighing alternatives to complete work with only limited instruction.

**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.**

Incumbent represents the State of Alaska by demonstrating professionalism at all times while interacting with the Alaska National Guard (AKNG) members, contractor representatives and the citizens of the community; employee must understand and relay the concerns and needs of the facility users or outside organizations to management.

**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 an error made by the employee performing the functions of this position could range from personal injury and death to the injury and potential for death of other personnel/people. In a moment of in-attention property damage could occur resulting in untimely delays and costly repairs.

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

Need to communicate clearly in writing, in person, via telephone/cellular phone, and/or over two-way hand held radios with customers, contractors, and fellow employees.

**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).**

Common Access Card (CAC): Required to obtain and maintain a federal security clearance throughout employment with the Department of Military & Veterans Affairs (DMVA) to possess the appropriate credentials for access to Federal and State facilities or restricted areas as required.

A valid State of Alaska driver`s license is required to maintain employment with DMVA.

## 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		P		
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			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			O	
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces		P		
Balancing on narrow surfaces			O	
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		P		
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		P		
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)		P		
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)		P		
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment		P		
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters		P		

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

### 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.**