

Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Fish and Game/Commercial Fisheries Division	PCN: 11-1455
JOB CLASS/TITLE: Maintenance Generalist- Journey	WHEN POSITION IS NEEDED: 12/1/2021
WAGE GRADE: 54	PAY WAGE: \$ 24.94 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CITY LOCATION: Dillingham	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER:907-279-7171 EMAIL ADDRESS: tracy@local71.com
COMMENTS: Must willing to travel to King Salmon or Dillingham (normally one trip of up to 10 day length occurring monthly) and occasional field travel, long hours, physically demanding work (normally three trips of up to 5 days per year)	

JOB DESCRIPTION:

Maintains and repairs all field equipment used in fisheries research and management projects in Bristol Bay. Also maintains office, bunkhouse, and warehouse facilities in Dillingham and King Salmon and all ADF&G field facilities in Bristol Bay.

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.

Maintains and repairs all field equipment used in fisheries research and management projects in Bristol Bay. Also maintains office, bunkhouse, and warehouse facilities in Dillingham and King Salmon and all ADF&G field facilities in Bristol Bay.

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: Equipment Maintenance		
E/M	% of Time	Duty Statement
E	35 %	Maintain and repair outboard motors, generators, skiffs, ATV's, trailers, winches, pumps, tools and other mechanical equipment, in an organized, safe and logical manner. Maintain inventory of tools, equipment and supplies, plan and place timely orders for materials. The incumbent must have the ability to lift up to seventy pounds and perform physically demanding work, with or without accommodation.

Functional Area Title: Facility Maintenance		
E/M	% of Time	Duty Statement
E	30 %	Maintain office, bunkhouse, warehouse and shop facilities, including grounds, foundations, doors, windows, electrical, plumbing, and heating and alarm systems. Perform limited construction and maintenance repairs using appropriate tools, reference books and manuals. Make changes and adjustments as needed, keeping the heating equipment operating safely and efficiently. Service and maintain fire alarms, freeze warning and electrical systems and respond to emergency situations following established procedures. Note system discrepancies in buildings, grounds, and equipment and takes corrective action.

Functional Area Title: Construction		
E/M	% of Time	Duty Statement
E	30 %	Fabricate and design, construct and maintain field camp structures including foundations, frames, roofing, plumbing, wiring, finishing and environmental systems, using a variety of materials. The incumbent will have the ability of think conceptually, envisioning the process and end product; anticipating problems and consequences, and the ability to apply problem solving and creativity skills. Construct specialized equipment such as weirs, mounts, timers, net frames and holding pens for fisheries research programs.

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

M	5 %	Instruct field technicians on use and servicing of mechanical and other field equipment and short-term maintenance projects. This may include shotgun use instruction. Instruct field technicians on proper outboard use and boating safety and basic outboard troubleshooting.
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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.).

Desktop or laptop PC computer software used daily and includes, but is not limited to, the following programs: Microsoft Windows, Word, Excel, and Outlook, Internet Explorer, and Adobe Acrobat and Reader. External hard drives and jump drives are also used frequently.

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.).

General shop power and hand tools including saws, sanders, drills and welders (used daily), standard and automatic transmission vehicles/trucks (used daily), voltmeter, battery charger, senseophone system, firearms and ammunition, machinery, tools and equipment (used seasonally 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.).

State statutes and regulations regarding Contract Awards manual and ADF&G SOP purchasing regulations. Field Manuals and Computer Manuals. ADF&G Standard Operating Procedures Manual. Title 16 Alaska Statutes.

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.

This position operates with very little direct supervision on day-to-day maintenance issues. Independent decisions are made regarding maintenance and upkeep of field equipment and facilities. Purchases above the purchasing limit are discussed with supervisors prior to purchase. This position routinely allocates time for repairs as needed and works independently in a separate facility. Purchases of parts and tools below the purchasing limit are done as needed. This position can make purchasing decisions that commits the department to action but only up to the purchasing threshold.

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.

This position has contact with seasonal field crews for the purposes of training them in equipment use and operation as well as repair needs. This may include camp set up and deployment as well as take down and proper cleaning and storage of returned equipment. This contact occurs seasonally with most contact

happening at the beginning and end of the field season but in season as needed for repair or consultation.

This position would also contact permanent staff in King Salmon and Dillingham to discuss equipment maintenance schedules and problems as well as replacement of bigger items. This contact occurs on a weekly basis.

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 made by a prudent employee could result in anything from additional expense to serious injury. This position works with power tools that, when used incorrectly, can injure. Incorrect repair could result in equipment failing resulting in inability to perform data collection tasks or requiring equipment to be replaced.

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

In addition to operating tools this position needs to know how to diagnose mechanical problems with things such as outboard motors, generators, refrigerators, weed whackers, chainsaws and other pieces of equipment or tools. The incumbent must also design and construct camp buildings from an out house to a cabin. This position must also maintain and improve facilities doing things like boiler maintenance and changing light bulbs to getting bids for replacing the carpet in the main office.

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 driver`s 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		P		
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			O	
Climbing stairs			O	
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)				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			O	

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		P		
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		P		
Seeing objects peripherally		P		
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			O	
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			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)				F
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)		P		
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts			O	
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters			O	

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)	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 (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.

Firearms and ammunition are for protection when working in the field. The remote field camps are heavily silted and extremely dusty, requiring daily exposure to silt and dust. Exposure to bears, contaminated water, insects, and cold inclement weather. Exposure to potential hazardous fumes or chemicals may while working at the warehouse facility.

5. Supervisory Authority

This page must be completed if PCN **111455** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **111455** supervises or leads. Record **111455**'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 **111455** 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 111455 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 111455	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									