

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

DIVISION: DOT&PF/State Equipment Fleet	PCN: 25-3836 (Position Description Attached)
JOB CLASS/TITLE: Stock & Parts Services I	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 57 Wage Rate: \$18.80 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.	DUTY STATION: Anchorage
<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
WORK SCHEDULE: Monday-Friday, 8am-4:30pm	
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: Criminal background	COMMENTS/SPECIAL REQUIREMENTS: <i>Note:</i> Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.
CANDIDATE MUST BRING TO INTERVIEW: <input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) <input type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form <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 APSIN* clearance, must provide judgement for <u>all</u> convictions regardless of date. <input checked="" type="checkbox"/> Copy of certifications and licenses <input type="checkbox"/> Other:	
<i>Note:</i> Candidates who do not bring the required information to the interview may be rejected.	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com

Current Position Information	Last Full PD	Position History	Printer friendly Version	Return to the Home Page
------------------------------	--------------	------------------	--------------------------	-------------------------

Position Control Information	Duties	Other Work Detail	Work Demands	Supervisory Authority	Department Request and Certification	Staffing Chart & Attachments	Analysis
------------------------------	--------	-------------------	--------------	-----------------------	--------------------------------------	------------------------------	----------

Class Title: Stock & Parts Services I **Position Control Number (PCN):** 253836

2. Duties

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

Support State Equipment Fleet (SEF) shops by expediting parts and supplies from local vendors, under the direction of the Anchorage lead Stock & Parts Services IV.

Delivery shipments to cargo and freight forwarders for shipping to remote SEF shops. Assist in receiving freight and accounting for complete shipments and orderly freight bills.

Parts positions are essential to the ability of the mechanics, both urban and rural, to complete their jobs. Incumbent is required to report to duty during state closures during weather events when the shops are manned and mechanics continue to repair vital equipment.

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: Parts and Supplies Expediting		
E/M	% of Time	Duty Statement
E	80 %	Under direction of the Anchorage SEF parts staff, pick up parts and supplies from local vendors and deliver to the Fairbanks shop or other locations. Package and deliver shipments to freight and cargo companies for shipping to remote SEF shops. Complete proper forms as needed for shipping including Federal Haz-Mat forms. Deliver all appropriate documents such as shipping lists, invoices, delivery receipts and freight bills to the appropriate parts person.

Functional Area Title: Handling and storage of parts, supplies, tools, materials		
E/M	% of Time	Duty Statement
E	10 %	Load and unload shipments of parts and supplies to and from the Fairbanks SEF shop. Move, arrange, and store parts and supplies as directed by the parts staff. Sometimes this is done by hand, sometimes using machinery such as a forklift. Assist in arrangement and setup of new storage facilities such as shelving units and cabinets.

Functional Area Title: Depot Organization and Physical Inventory Reconciliation		
E/M	% of Time	Duty Statement
M	10 %	Assit the parts staff in keeping parts storage areas clean and safe from potential hazards. Keep shelves straightened and organized and keep aisles clear of debris. Keep storage areas for large items organized for safety and ease of access. Assist in physical inventory counts of regional SEF shops, including shops outside of Anchorage.

Percentage Total: 100%

Current Position Information	Last Full PD	Position History	Printer friendly Version	Return to the Home Page
------------------------------	--------------	------------------	--------------------------	-------------------------

Position Control Information	Duties	Other Work Detail	Work Demands	Supervisory Authority	Department Request and Certification	Staffing Chart & Attachments	Analysis
------------------------------	--------	-------------------	--------------	-----------------------	--------------------------------------	------------------------------	----------

Class Title: Stock & Parts Services I **Position Control Number (PCN):** 253836

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.).

PC, Outlook- Daily
 Internet Browsers- 2-3 times per week
 Equipment Management System (EMS) occasional, once a week

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.).

Fork lift (small), pallet jack, Daily
 Pickup truck, multiple times a day

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.).

Department and SEF P&P` s
 MSDS sheets, weekly
 49 CFR for shipping hazardous material via land and air, 1-2 times 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.

Most of the incumbent`s workday is planned and directed by other Anchorage parts staff. Where and when to pick up or deliver parts and supplies will be determined and prioritized by parts staff with input from foremen and managers.

Occasional procurement decisions for items that will be substituted for what was actually ordered will occur.

Incumbent will have Level 1 procurement authority but will rarely make purchases using that authority. The majority of purchases the incumbent deals with are arranged by other 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.

Vendors, multiple times daily, picking up or delivering parts

Freight (including Airfreight) companies, to pick up and deliver shipments

Other parts staff, for direction and status of orders for pick up & delivery

Mechanics & foremen, for special handling instructions for parts and supplies to be picked up.

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 while driving vehicles or operating forklifts can result in property damage, injury, and loss of life.

Errors made in pulling parts or delivering incorrect supplies can lead to delays in equipment repair which may delay mission critical functions such as snow & ice removal on airports and highways.

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

Safe driving practices for vehicles and forklifts

Good verbal and written communication skills

Physical ability to lift, carry and handle heavy and/or awkward items such as tires, raw steel,

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).

Alaska Drivers License

OSHA Forklift Training, every three years

49 CFR 172.700-704 - current Hazardous materials transportation per DOT regulations training as well as ICAO/IATA - air transportation of hazardous materials.

Current Position Information	Last Full PD	Position History	Printer friendly Version	Return to the Home Page
------------------------------	--------------	------------------	--------------------------	-------------------------

Position Control Information	Duties	Other Work Detail	Work Demands	Supervisory Authority	Department Request and Certification	Staffing Chart & Attachments	Analysis
------------------------------	--------	-------------------	--------------	-----------------------	--------------------------------------	------------------------------	----------

Class Title:
Stock & Parts Services I

Position Control Number (PCN): 253836

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		P		
Walking				F
Standing				F
Running	N			
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling	N			
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	

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)			O	
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers		P		
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				F
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds				F
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
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		P		
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				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
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	N			
Work/live in remote field sites		P		
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			

Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
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				F
Work around moving mechanical parts		P		
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
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.)	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)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
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	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.

N/A