

## Public Employees Local 71 (LTC)

### REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DNR/AG	PCN: 10-3035
JOB CLASS/TITLE: <b>Maint Gen Sub Journey 1</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: 58	PAY WAGE: \$ 18.18 +DOE (steps) <b>Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>
CITY LOCATION: Palmer	PHYSICAL ADDRESS: Palmer, Alaska 99645
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3  FAX NUMBER: 907-279-7171  EMAIL ADDRESS: tracy@local71.com

#### JOB DESCRIPTION:

The Plant Materials Center is a research agriculture facility that provides foundation seed, disease-free seed potatoes, certified seed testing, and reclamation/re-vegetation procedures, etc. for a wide variety of people and agencies. The purpose of this position is to provide the ground works in the seed production fields and greenhouses as well as light building maintenance. To assist in training of new employees in field and ground work. This position functions at an advanced level but works under direct supervision. Has no authority to change work orders but must bring problems to the attention of the supervisor.

Under general supervision, perform field and greenhouse grounds work. Perform transplanting, mechanical and hand plantings of a wide variety of crops. Setting up and maintaining large wheel move, hand move, mainline automated micro-drip and misting irrigation systems. Fertilizing by hand or mechanically, selective or full coverage at the proper pounds per acre or soluble mix ratio to promote crop growth. Roguing field and greenhouse crops to remove any contaminated plants or noxious weeds from all rows, pots and fields which require the employee to know what a multitude of plants look like in various stages of development. Harvesting seed by hand or by mechanical means, label with date collected, where harvested, crop name, drying and storage. Spraying pesticides, herbicides and fungicides to control a broad variety of weeds and pests.

Operate various gasoline, electric and hand tools and John Deere lawn equipment to perform several grounds and building maintenance tasks.

Assist Agronomists, Natural Resource Specialists and Technicians in seed production tasks, i.e., unloading and cleaning of harvesters, drying, transferring and storing of seed; assist in cleaning seed and cleaning seed separating equipment. Grading potatoes for seed size maintaining strict control for variety separation. Fill grass, grain and seed potato

orders

Assist Agronomists, Natural Resource Specialists and Technicians supervised and unsupervised, in off-site or remote reclamation, re-vegetation projects and seed collection projects, i.e., ground preparation/scarification, spreading seed and fertilizer on selective re-vegetation sites or whole reclamation sites. Collecting a wide variety of native seeds for processing

Other duties as assigned

SPECIAL REQUIREMENTS

State of Alaska Certified Pesticide Applicators License

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Hand tools, snow blowers, rototillers, mowers, weed eaters, chainsaws, pesticide application equipment, seed harvest implements, seeders, fertilization application equipment

TYPE OF POSITION

<input type="checkbox"/>	Permanent Full-Time	<input checked="" 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.

The Plant Materials Center (PMC) is a research agriculture facility that provides foundation seed, disease-free seed potatoes, certified seed testing, and reclamation/re-vegetation procedures, etc. for a wide variety of people and agencies. The purpose of this position is to provide the ground works in the seed production fields and greenhouses as well as light building maintenance. The position may assist in the training of new employees in field ground work. This position functions at the entry level and works under close supervision. In addition, the position has no authority to change work orders but must bring problems to the attention of the supervisor.

### 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).

<b>Functional Area Title:</b> Perform field and greenhouse grounds work.		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
E	65 %	Under close supervision, performs field and greenhouse grounds work. Performs transplanting, mechanical and hand plantings of a wide variety of crops. Setting up and maintaining large wheel move, hand move, mainline automated microdrip and misting irrigation systems. Fertilizing by hand or mechanically, selective or full coverage at the proper pounds per acre or soluble mix ratio to promote crop growth. Rouging field and greenhouse crops to remove any contaminated plants or noxious weeds from all rows, pots and fields which requires the employee to know what a multitude of plants look like in various stages of development. Harvesting seed by hand or by mechanical means, label with date collected, where harvested, crop name, drying and storage. Spraying pesticides, herbicides and fungicides to control a broad variety of weeds and pests.

<b>Functional Area Title:</b> Equipment Operation		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
E	15 %	Operates various gasoline, electric and hand tools and John Deere lawn equipment to perform a number of grounds and building maintenance tasks.
E	15 %	Assists Agronomists, Natural Resource Specialists and Technicians in seed production tasks; i.e.; unloading and cleaning of harvesters, drying, transferring and storing of seed; assist in cleaning seed and cleaning seed separating equipment. Grading potatoes for seed size maintaining strict control for variety separation. Fill grass, grain and seed potato orders.
E	3 %	Assists Agronomists, Natural Resource Specialists and Technicians supervised and unsupervised, in offsite or remote reclamation, re-vegetation projects and seed collection projects; i.e., ground preparation/scarification, spreading seed and fertilizer on selective re-vegetation sites or whole reclamation sites. Collecting a wide variety of native seeds for processing.
M	2 %	Other duties as assigned.

### 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.).**

Occasional use of personal computer

**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.).**

Hoe, rake, shovel. Forklifts (gas & propane). Gas powered rototiller, tractor rototiller. Lawn mower (power and John Deere lawn tractor mower). Pruning shears, power weed whip. Wheelbarrow. Smith fertilizer injector. Cement mixer. Laboratory stir plate. Precision scales and balances. Tissue press, thermometers, test tubes and other laboratory glass. Table saw, power drill. Hand scythe. Steam cleaner. Soil sterilizer. Trucks (water, dump, etc.) John Deere tractor with blade. Compressed air tools. Miscellaneous hand tools (hammers, screwdrivers, wrenches, pliers, files, wirecutters). Versa veyor conveyor. Dakota blower. Hand screens. John Deere front end loader/backhoe. Big Bear Yamaha 4x4 wheeler w/fertilizer spreaders and grass catcher. Seed blower. 4200 John Deere tractor w/mower. Use of pesticide application equipment on occasion when needed

**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 and Federal pesticide regulations for reference as needed

**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.**

None

**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.**

Daily contact with Agronomists and supervisors to establish the days work and/or priorities for the week.

**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?**

Plants may suffer and/or die.

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

Must have and maintain an Alaska Certified Pesticide Applicators license prior to hire as required by 18 AAC 90.515.

**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 AK Drivers License. Must have and maintain an Alaska Certified Pesticide Applicators license prior to hire as required by 18 AAC 90.515.

## 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		P		
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs			O	
Driving cars, light duty trucks			O	
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				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			O	
Balancing on narrow surfaces			O	
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				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			O	
Communicating through speech				F
Communicating by writing/reading			O	
Distinguishing odors by smell			O	
Distinguishing tastes		P		

#### 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.)		P		
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
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				F
Work around moving mechanical parts				F
Work on and off moving equipment				F
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters		P		

Exposure to high noise levels			<b>O</b>	
Exposure to infection, germs, or contagious diseases (e.g. hospital, lab, clinic, etc.)	<b>N</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>F</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>F</b>
Exposure to aggressive/angry people in a public protection 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.

The incumbent may come across situations where running to shut off field irrigation if a leak is found after pumping has begun; or may need to jump from/over an irrigation line, field planting or field apparatus. The Plant Materials Center (PMC) campus has multiple staircases to access storage areas and building facilities. On occasion, research of horticultural crops include taste tests as part of the project prior to publication. The position may need to travel and stay remote while on re-vegetation sites, seed collection trips, and off site research plots around Alaska where travel by aircraft or boat is required. Access to seed cleaners and grain elevators on the PMC campus are up to and beyond the height of 25 feet. The incumbent will use ladders, man baskets, and staircases to access such equipment for day to day operations.

## 5. Supervisory Authority

This page must be completed if PCN **103035** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **103035** supervises or leads. Record **103035** '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 **103035** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

<b>PCN 103035 's Responsibilities and Assigned Level of Authority</b>									
Positions Directly Supervised or Led by PCN <b>103035</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									