

**STATE OF ALASKA**  
**DEPARTMENT OF MILITARY & VETERAN AFFAIRS**  
**Public Employees Local 71 (LTC)**  
**REQUEST FOR REFERRAL**

DIVISION: <b>Air National Guard</b>		PCN: <b>09-0029</b> <b>(Position Description Attached)</b>	
JOB CLASS/TITLE: <b>Maint Specialist</b> <b>Bldg/Facility/Const – Journey I</b>		WHEN POSITION IS NEEDED: <b>ASAP</b>	
WAGE GRADE: <b>53/ \$23.60 +DOE (steps)</b> <b>Benefits include: Medical, Dental, Vision,</b> <b>Retirement, Paid Leave and Holidays.</b>		DUTY STATION: <b>JBER/ANG</b>	
<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: <b>M-F</b>			
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: <b>Base access</b>		COMMENTS/SPECIAL REQUIREMENTS: <b>Must have Class 3 boiler card</b>	
<p>CANDIDATE MUST BRING TO INTERVIEW:</p> <input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) <input checked="" 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: Candidates who do not bring the required information to the interview may be rejected.</i>			
CONTACT: <b>Tracy Smith</b>		PHONE NUMBER: <b>907-276-7211 Ext 3</b>	
		FAX NUMBER: <b>907-279-7171</b>	
		EMAIL ADDRESS: <b>tracy@local71.com</b>	

## 2. Duties

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

Position maintains, troubleshoots & repairs mechanical hydronic boilers, steam boilers, forced draft air handlers, waste oil incinerators, plumbing systems and operates snow removal vehicles and heavy equipment. These duties support the Department of Military & Veterans Affairs (DMVA), on Joint Base Elmendorf-Richardson (JBER) for the Alaska National Guard facilities-Air component (ANG).

### 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: Boiler Operator		
E/M	% of Time	Duty Statement
E	35 %	Maintain, troubleshoot & repair mechanical heating systems, steam boilers, forced draft heating systems and waste oil incinerators. Perform regularly scheduled boiler inspections. Identify faulty elements of the mechanical system to facilitate repair and coordinate installation of equipment. Perform combustion analysis on heating exhaust systems. Conduct chemical analysis on hydronic systems. Modify heating system during minor building remodel and calculate heat load requirements.

Functional Area Title: Preventative Maintenance		
E/M	% of Time	Duty Statement
E	35 %	Attend to preventative maintenance work orders that are regularly pre-scheduled for boilers, steam boilers, and heating system components, plumbing fixtures, air handlers, electric motors, pumps, and humidifiers.

Functional Area Title: Plumbing		
E/M	% of Time	Duty Statement
E	25 %	Perform preventative maintenance on various plumbing fixtures. Identifies, plans, and facilitates repair or replacement of plumbing components. Attend to obstructed effluent drain lines. Install and repair system piping to include but not limited to: copper, plastic, galvanized, stainless, brass, and bronze.

Functional Area Title: Snow Removal Equipment Operator		
E/M	% of Time	Duty Statement

E	5 %	Operate dump truck and/or other equipment for snow removal operations.
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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.).**

Windows explorer- daily

Building Automated System software by diverse manufacturers- weekly

Outlook email- daily

**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.).**

Common hand-tools, portable power-tools, computer, work trucks- daily

Multimeter, combustion gas analyzer, glycol testers, weekly

Ladders, portable air compressor, scissor-lift, forklift- 2-3 times weekly

Transfer pump, welder, plasma cutter, stationary power-tools, pipe threader, acetylene torch, calibration instruments, AC/DC power supplies, underground locating equipment - weekly

Front-end loader, boom-lift, dump-truck, backhoe, tractors with a variety of implements, grader - Approx. 6 times annually

**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, ASME, Manufacturers/O&M manuals, State of Alaska boiler and pressure vessel codes - daily

Facility blueprints, Uniform plumbing code, National electrical code (NEC), Municipal & State Statutes and codes, Uniform building code, NFPA, Air Force unified facilities criteria, Air Force instructions - 8-10 times monthly

**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.**

Must have the ability to exercise sound judgment in determining a course of action, generally has the authority to execute a plan to resolve the deficiencies, unless there is a high dollar cost or drastic changes to the existing components, or services that will be severely interrupted while always keeping the Foreman apprised of the situations.

**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.**

Foreman- For assignment of new and daily duties, coordinate and schedule functions concerning base-wide or State widebuilding heating system operation- daily

Coworkers- Provide assistance to and for one another- daily

Internal and/or external agencies - as required

Vendors- contact supply warehouses for part nomenclature verification- weekly

**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?**

Improper parts or quantity ordered- time and money wasted

Violation ofvarious code requirements- damage to equipment

Failure to observe mandated safety regulations- injury or death

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

Strong troubleshooting background.

Need to communicate clearly; in writing, in person, via cell phone, and/or hand held two-way radios- working 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).**

State of Alaska- Department of Labor- Certificate of fitness- Boiler operator- Class2

EPA Refrigerant Certification

Valid State of Alaska driver`s license

Air Force- Authorized entry/Restricted area ´line´ badge

Department of DefenseCommon Access Card (CAC) and/or Stateidentification forfacility access

## 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	N			
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)			O	
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			O	
Lifting/carrying 26-50 pounds			O	
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			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		P		
Seeing objects peripherally		P		
Using depth perception			O	
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			O	
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.)			O	
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)			O	
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)			O	
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts				F
Work on and off moving equipment			O	
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels				<b>F</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>N</b>			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	<b>N</b>			
Exposure to wild/dangerous animals	<b>N</b>			
Exposure to insect bites or stings	<b>N</b>			
Exposure to aggressive/angry people in a public protection environment	<b>N</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.**

## 5. Supervisory Authority

This page must be completed if PCN **090029** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **090029** supervises or leads. Record **090029**'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 **090029** 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 090029 's Responsibilities and Assigned Level of Authority</b>									
Positions Directly Supervised or Led by PCN <b>090029</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									