

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

DIVISION: Air National Guard		PCN: 090082 (Position Description Attached)	
JOB CLASS/TITLE: Main Specialist Electrician		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: \$26.73 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.		DUTY STATION: JBER/Elmendorf	
<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
CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO <input type="checkbox"/> At time of hire / <input type="checkbox"/> Within 90-days of hire TYPE OF CDL: ENDORSEMENTS:		WORK SCHEDULE: M-F TRAVEL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	
FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO			
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: criminal		COMMENTS/SPECIAL REQUIREMENTS: Alaska Certificate of Fitness (Electrical) Must be able to obtain CAC card to access military base.	
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 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: Tracy Smith		PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com	

2. Duties

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

Perform all maintenance, troubleshooting, and repair on electrical, direct digital controls (DDC), security, and fire alarm systems. Review all construction electrical specifications and blue prints, inspect work done by contractors and plan electrical upgrades for the Air National Guard.

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: Journeyman Electrician		
E/M	% of Time	Duty Statement
E	90 %	<ol style="list-style-type: none"> 1. Respond to urgent electrical emergencies and perform electrical troubleshooting & diagnosing. 2. Perform daily electrical maintenance on all facilities and grounds throughout the base by troubleshooting, repairing or replacing electrical components; panels, PLC`s, MDP`s, electrical motors, motor starters, contractors, lighting fixtures, timers, dimmers, switches, and receptacles. 3. Install, troubleshoot, and maintain security systems. 4. Troubleshoot, maintain, and test fire alarm systems. 5. Plan electrical upgrades and alterations, parts lists, installation of equipment; lighting, direct digital controls (DDC) motors, etc. 6. Review blueprints and specifications, providing valuable money saving inputs before contracts go out to bid. 7. Inspect new construction done by contractors to identify electrical code violations during new construction and remodels. 8. Assist contractors in installation and modification of electrical systems.

Functional Area Title: Operator		
E/M	% of Time	Duty Statement
E	5 %	Operate heavy equipment for snow removal tractor-trailer with end dump, dump truck, dozer, plows, loaders, and other snow removal related equipment.

Functional Area Title: Maintenance		
E/M	% of Time	Duty Statement
E	5 %	Occasionally perform semi-skilled maintenance work as a mechanic, welder, carpenter, hydraulics.

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.).

1. Security software, programming and troubleshooting. (1-2 times per month)
2. Microsoft Word, Excel, Outlook. (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.).

Electrical meters, drills, electrical hand tools, ladders, utility truck. (daily)

Forklift. (weekly)

Scissor lift & 80 foot man-lift. (2-3 times per month)

Tractor-trailer, plows. (weekly in winter)

Welders & cutting torches. (monthly)

Respirators. (occasionally)

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.).

1. National Electric Code (NEC): Any and all electrical changes and upgrades made to facilities must at a minimum meet all criteria in the NEC for the safety of personnel and facilities. These are referenced to ensure all work performed on our facilities meets these standards. (daily)

2. National Fire Protection Agency (NFPA): Governs the installation and maintenance required on fire alarm systems. (daily)

3. Unified Facilities Criteria (UFC) is a further breakdown on how the military wants their facilities cared for. (daily)

4. OSHA (daily)

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.

Once provided with work orders from the foreman, the person in this position prioritizes their own work, evaluates parts and equipment required to complete work. This person is the most knowledgeable person in the electrical field and is relied upon to provide correct and accurate advice to foreman, facilities manager, and unit engineers.

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.

1. Employee meets with design engineers and contractors to review plans and specifications to identify any faults to ensure the military gets the best facilities with least amount of change orders during construction.
2. Employee has contact with everyone from the Commissioner to the newest employee who may have electrical problems in their work area. Employee must look and act in a professional manner.
3. Employee meets and deals with coworkers and customers on a daily 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?

Improper parts or quantity ordered - Time and money wasted.

Non-adherence to various code requirements - damage to equipment.

Failure to observe mandated safety regulations - injury and/or death.

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

1. Strong electrical troubleshooting background.
2. Need to communicate clearly in person, via cell phone, and/or hand held two-way 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).

1. State of Alaska/Certificate of Fitness. (Journeyman Electrician or higher)
2. Valid State of Alaska drivers license.
3. United States Air Force Restricted Area Badge. (Line Badge)
4. Common Access Card (CAC) - For accessing JBER and various computer databases/networks.

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)				F
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				F
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		P		
Exposure to aggressive/angry people in a public protection 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.