

# STATE OF ALASKA

DEPARTMENT/DIVISION: : <b>Transportation &amp; Public Facilities/Central Region Facilities</b>	PCN: <b>25-3778</b>
JOB CLASS/TITLE: <b>Maintenance Specialist Electrician journey II</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: <b>51</b>	PAY WAGE: \$ <b>26.73+DOE</b>
CITY LOCATION: <b>Anchorage</b>	
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE:	COMMENTS: <b>The successful applicant will be highly motivated, flexible, and have a history of solid performance. Current State of Alaska Electricians license and valid driver's license required.</b>

**JOB DESCRIPTION:**

**Performs Journey level electrical work in the maintenance of commercial office facilities and industrial shops. Performs installation, maintenance, inspection, repair and troubleshooting of electrical systems and their components in all Central Region DOT&PF facilities. Inspects, repairs, troubleshoots and replaces electrical (120 Volt-480 Volt) systems and their components. Maintains and repairs electrical distribution systems, alarm systems, automated HVAC controls and other electrical related components in 275 State facilities. Other duties include general carpentry, minor mechanical work, and overhead door maintenance and repair. This position requires frequent travel to remote locations to perform facility maintenance and repair.**

**SPECIAL REQUIREMENTS:**

**State of Alaska Electricians License  
Alaska drivers license**

**THIS POSITION REQUIRES THE INCUMBENT TO OPERATE:**

**Hand tools, power tools, and light duty equipment  
General purpose vehicles  
Personnel Lifts and Fork lifts  
Boom Truck**

**TYPE OF POSITION**

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

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:**

Maintenance Specialist, Electrician, Journey II/Lead

**Position Control****Number (PCN):****253778****2. Duties****2.1. In one or two sentences, state the main purpose of the position.**

Performs installation, maintenance, and repair of facility electrical systems and their components on Central Region DOT&PF facilities.

**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:** Facility Maintenance

<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
E	70 %	Installs, maintains, and repairs entire electrical systems and their components such as meters, distribution panels, breakers, circuits, switches, fixtures, contactors and controls in accordance with the National Electric Code.
E	10 %	Troubleshoots and tests high and low voltage electrical systems, controls, alarm systems, distribution systems, and their components by using testing equipment such as amp probes, voltage testers, Ohm meters, rotation meters, circuit tracers, and locators.
E	10 %	Visually inspects electrical equipment, controls, alarm systems, distribution systems and their components. Reads wiring diagrams and blueprints.
E	5 %	Identifies, analyzes, and corrects problems on complex electrical systems. Recommends energy saving measures.
M	5 %	Performs general maintenance activities such as carpentry, plumbing, mechanical work, painting, or other duties as assigned.

**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:**  
Maintenance Specialist, Electrician, Journey II/Lead

**Position Control Number (PCN):** 253778

**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.).**

Maximo Maintenance Management System - 4 to 5 times per week for work order input for time and materials

Internet - Vendor Information - 2 to 3 times per 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.).**

Hand Tools: Screwdrivers, wrenches, sockets, crimpers, splicers, pliers, wire cutters and measuring devices

Power Tools: Drills, saws, grinders, sanders, conduit benders, and welders

Test Equipment: Volt/Amp meters, CO and CC testers, Ohm meters, circuit tracers, and locators

Gas Fire Equipment: Portable generators, pumps, and saws

Vehicles: Pickup trucks, vans, fork lifts, man lifts, boom truck

Tools and equipment are used daily to perform duties associated with this position

**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.).**

National Electric Code, American with Disabilities Act, OSHA, EPA Regulations, DEC Regulations, Uniform Building Code, Uniform Plumbing Code, International Building Code, National Fire Protection Agency, State and Municipal Codes, Policy and Procedure manual, and the Labor contract.

These guides are used daily in the performance of the duties associated with the maintenance positions. All work performed must be in strict compliance with all Federal, State, and Municipal codes and regulations.

**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.**

Interprets code requirements and decides appropriate course of action to make repairs or install electrical systems and their components

Determine what actions, tools and materials are needed to make the necessary repairs to facilities

Procure materials and supplies needed to perform maintenance and repair tasks

Input time and material information into the work order data base

**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.**

The incumbent will have direct contact with a variety of customers. Contact will be made to periodically discuss what work was requested, how the work is to be accomplished, when the work will be accomplished and expected completion dates.

**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 in performance could cause significant harm to individuals, equipment and operations. Faulty work could cause electrical shock or a fire in the facility seriously injuring or killing occupants. Faulty work could also render systems (heating, ventilation, electrical, etc.) inoperable causing the closure of a facility or its operation. Other potentially life threatening events could come from improperly handling asbestos, lead, or hazardous chemicals.

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

Ability to read and write english.

Ability to communicate verbally.

Ability to think and act independently to maintain, install, troubleshoot and repair facilities

Ability to follow instructions

**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 Electrician Journeymans license

Position will require a current Alaska Drivers license

Position will require the incumbent to be capable of wearing a respirator

Position will require travel in small aircraft to remote location

Position will require the incumbent to work from elevated platforms (personnel lifts) up to 40'

Position will require the incumbent to work from ladders and on roofs

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:**  
Maintenance Specialist, Electrician, Journey II/Lead

**Position Control Number (PCN):** 253778

#### 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		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)		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	N			
Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces		P		
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		P		
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				F
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		P		
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)				F
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)		P		
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts				F
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)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
Exposure to wild/dangerous animals		P		
Exposure to insect bites or stings			O	
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.**