

**Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL**

DEPARTMENT/DIVISION: DEED/MEHS	PCN: 056015
JOB CLASS/TITLE: Maintenance Specialist-B/F/C - Journey 1	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 53 (\$24.84) DOE +Steps	CITY LOCATION: Sitka Alaska, Mt Edgecumbe HS
CONTACT: KELSEY JOHNSON	PHONE NUMBER: 586-6993 EMAIL: KELSEY@LOCAL71.COM

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO TYPE OF CDL: Valid AK drivers license ENDORSEMENTS:	FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Fingerprint based background check DRUG TESTING CHECK REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS: *Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.

JOB DESCRIPTION:

Primary duties for this position will be providing maintenance for the facilities of the Mt. Edgecumbe High School. Daily work duties include troubleshooting and repair of boiler and HVAC systems, including pumps as well as DDC control systems. Other duties include minor carpentry, grounds maintenance, plumbing repairs, and general systems maintenance for an aquatic center.

Candidate must have a considerable background in the repair, cleaning, and maintenance of boiler & HVAC systems, associated controls, and DDC system operation and troubleshooting.. A good understanding of electrical systems and circuitry is also required. Candidate must be able to lift 50 pounds.

Computers and associated software, boiler cleaning and testing tools, digital multimeters, and other common maintenance tools. Snowplow and lawn maintenance equipment operation will also be required periodically.

TYPE OF POSITION

<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
<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 incumbent performs complex carpentry projects, maintains plumbing, DDC (HVAC) and electrical systems at an elevated level of responsibility and takes independent action to minimize the effects of changes between various building operation systems when complex projects are in progress.

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: Carpentry		
E/M	% of Time	Duty Statement
E	35 %	Complete new structures, structural repairs and additions to existing structures from design through completion. Utilize industry standard practices, local building codes and independent judgement to complete projects. Incumbent will use advanced shop mathematics to plan and layout complex and exact projects with features such as arcs, tangents and circles. Maintain student rooms with major repairs to doors, cabinets, walls, and windows. Assist journey level maintenance generalists and laborers with carpentry projects.

Functional Area Title: HVAC		
E/M	% of Time	Duty Statement
E	30 %	Cleans, inspects, and maintains campus boiler systems with contractor support. Maintains Siemens-based direct digital control (DDC) system to ensure adequate heating and air circulation for campus and aquatic center. Inspect and replace HVAC air filters for campus air handler/heating systems and aquatic center.

Functional Area Title: Plumbing		
E/M	% of Time	Duty Statement
E	20 %	Inspects, finds, and fixes leaks and problems in water and boiler distribution systems in piping related to campus and aquatic center systems. Reads and interprets blueprints. Review and provide objective input on plumbing related design concept plans provided by the Department of Education for consideration as capital improvement projects. Research and report on potential cost saving methods that will result in a decline of labor costs associated with plumbing systems. Perform sewer and water distribution system maintenance. Replace plumbing systems and fixtures where necessary.

Functional Area Title: Electrical		
E/M	% of Time	Duty Statement

E	10 %	Install replacement lighting circuits, components and wiring. Make minor electrical repairs and troubleshoot electrical system malfunctions.
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Functional Area Title: Grounds Keeping

E/M	% of Time	Duty Statement
M	5 %	Performs grounds maintenance. Remove snow, mow lawns, Trim grass, remove and plant trees, shrubs, landscaping. Use appropriate personal protection equipment when necessary.

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.).

Daily uses computer applications such as MS Word, MS Excel, Internet, email and web-based maintenance tracking software. Daily uses Siemens DDC PC to monitor the health of campus-wide and aquatic center systems.

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.).

Daily uses miscellaneous hand and power tools, aerial lifts, forklift, backhoe, transit and other related machinery/vehicles. Seasonally may use grounds keeping equipment.

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 Codes, National Electrical Codes, National Building Codes, Fire Codes, National Plumbing Codes, Trade Manuals and practices, Standard Operating Procedure Manuals, Dept. of Environmental Protection Agency Codes, Dept. of Environmental and Conservation Codes, Lead Paint Awareness, State Childcare Provider Status (Prospective employee must pass both State of Alaska and FBI background checks before he/she can be employed).

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 assigned a specific job, carry out work unsupervised, responsible for all aspects of job and all materials used. The incumbent will operate independently, generally with no oversight. The incumbent will, on his/her own accord, set project deadlines, create cost estimates, design structures and/or repairs, and create as-built records.

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.

He/she will have to contact supervisor frequently for job assignment and progress updates and at times there will be contact with dorm staff, teaching staff, administration staff as well as coworkers.

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?

Consequence of error: This position insures the safety and well being of nearly 500 students and staff. It also insures that students and staff are comfortable so that they can focus on learning. AN error in judgement could result in a loss of heating for large parts of the campus.

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

It is desirable that the incumbent have a documented history in the commercial or residential construction industries or building maintenance with an emphasis on building construction and HVAC.

“Completion of accredited Commercial Building Construction training program or apprenticeship and 3 years documented commercial building construction experience as a journey level or equivalent carpenter and at least one year as a project manager or project superintendent, **OR**

Minimum of 6 years documented commercial building construction experience as a journey level or equivalent carpenter or 6 years documented experience as a journey level or equivalent HVAC technician, including boiler experience.

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).

Must be able to pass a fingerprint-based background check per AS 47.32.101 and 7 AAC 10.900.

Valid driver`s license is required.

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				F
Walking				F
Standing				F
Running		P		
Jumping		P		
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)				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		P		
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			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			O	
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work in/exposure to cold water		P		
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)			O	
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)				F
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)		P		
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	N			

Exposure to high noise levels		P		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)		P		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)		P		
Exposure to needles or sharp implements (e.g., hospital, kitchens)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)			O	
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.