

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DIVISION: DMVA/ALMR-SATS		PCN: Multiple (Position Description Attached)	
JOB CLASS/TITLE: Maintenance Specialist Electronics Journey II		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 51 / \$26.73 + DOE (steps)		DUTY STATION: ANCHORAGE	
<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
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: for APSIN ACCESS			

CANDIDATE MUST BRING TO INTERVIEW:

- Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71)
- Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form
- Criminal Convictions: Must provide a copy of the judgement from the Court for any Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN* clearance, must provide judgement for all convictions regardless of date.
- Copy of certifications and licenses
- Other: ***Applicant must have these certifications at the time of application:***

General radio telephone Certificate from FCC, per Title 47 of the CFR, parts 13-61.

Valid Alaska Driver`s License.

Notice:

Employment with this division is contingent upon successfully completing and maintaining an APSIN background check and security clearance conducted by the Department of Public Safety. Fingerprinting is required.

Note: Candidates who do not provide this information with application may be rejected.

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2. Duties

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

Under the direction of the Communications Engineer Associate I, use complex electronic measuring devices to operate, install, troubleshoot, and repair a wide variety of electronic equipment. Travel to distant and remote locations and climb antenna structures of extreme height to maintain communications systems.

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:		
E/M	% of Time	Duty Statement
E	60 %	Check, analyze, and evaluate the operation of any electronic equipment that may arrive at a maintenance facility, or be used at a remote location, for service or repair. This equipment will include data and microwave communication systems, two-way radios configured as a portable, mobile and base station, roadside call boxes and emergency dispatch centers used for public safety, aircraft and runway radios, earth station, telephone switching equipment and their associated ancillary specifications and Federal Communications Commission (FCC) standards of tolerance and performance. Adjust or align the equipment to meet those requirements. Initiate the appropriate standards. Evaluate system performance and make any refining adjustments, aligning, tuning, repairing malfunctions and replacing defective components or taking other appropriate corrective action as may be necessary to ensure the optimum performance of the equipment.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	25 %	Travel to distant and remote locations to install, service, and repair all types of mechanical and electronic equipment by any available means and using independent judgment. Travel may be by vehicle, commercial or bush aircraft, and helicopter. Responsible for equipment valued in excess of \$100,000 and loads of up to 500 pounds while traveling.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	Install and maintain various types of antenna systems which can include climbing and working on antenna structures and towers of extreme height, over 250 feet. Knowledge of safety rigging and ropes, pulleys, cables, and chains is required. Work in other hazardous environments such as poles, roofs, and ladders is common and necessary. Site preparation may include felling trees, removing brush and drilling into rock or other hard ground.

Functional Area Title:

E/M	% of Time	Duty Statement
E	5 %	Provide training to users who are not familiar with a particular type of radio or other communications equipment in their safe operation and proper use for maximum effectiveness, to conform to FCC rules and regulations as required by Federal law. Perform others duties as assigned.

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: Personal desktop and laptop computers utilizing windows operating system and Microsoft office software; Daniels radio programming software.

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.).

2 - 3 times a week: cars trucks, vans, spectrum analyzer, microwave power meter, data terminal test set, oscilloscope, frequency counters, frequency generators, and selective level meters.

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.).

Maintenance and operating procedures manuals specific to electronic equipment. Code of Federal Regulations for Federal Communications and Federal Aviation Administration Rule, National Electrical Code, OSHA Safety Code, Uniform Fire Code, Telephone Wiring Practices Standards, Data Communications Standards.

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.

Uses independent judgment to decide the best method or alternative when repairing, installing, and servicing electronic equipment and systems to provide prompt and cost effective service to client agencies.

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.

Incumbent communicates frequently with all members of the SATS team. Interacts regularly with customers, vendors, contractors and peers in other governmental agencies to perform maintenance. Interacts with supervisor on a regular basis to communicate task status, make requests for resources and work through issues.

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?

Due to the remote nature and difficulty of access of communication sites, errors in the field can cause serious injury or death to team personnel. Errors in the configuration of communications equipment can cause serious network disruptions affecting all state agencies and first responder communication capabilities. Errors can cost the state tens of thousands of dollars when a remote site must be revisited.

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

Possess oral and written communication skills;

Have the ability to explain technical concepts to all levels of customers;

Scheduling and deployment experience and maintenance of complex communication systems;

Knowledge and experience with current technology and trends;

Attention to detail and accuracy;

Must be willing to travel by helicopter or ATV to remote communication sites.

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).

General radio telephone Certificate from FCC, per Title 47 of the CFR, parts 13-61.

Employment with Enterprise Technology Services Division is contingent upon successfully completing and maintaining an APSIN background check and security clearance conducted by the Department of Public Safety. Fingerprinting is required.

Valid Alaska Driver`s License.

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			O	
Standing			O	
Running	N			
Jumping		P		
Bending or twisting			O	
Squatting or kneeling			O	
Crawling			O	
Reaching above shoulder level			O	
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs			O	
Driving cars, light duty trucks				F
Driving heavy duty vehicles	N			
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			O	
Pinching with fingers			O	
Grasping with hand, gripping			O	
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		P		
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds		P		
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			O	
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g., typed print)			O	
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech			O	
Communicating by writing/reading			O	
Distinguishing odors by smell		P		
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)			O	
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			O	
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			O	
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)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)			O	
Exposure to wild/dangerous animals		P		
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment		P		

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.

None

5. Supervisory Authority

This page must be completed if PCN **023027** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **023027** supervises or leads. Record **023027** '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 **023027** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 023027 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 023027	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									