

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: HSS/DJJ	PCN: 06-3672
JOB CLASS/TITLE: Maintenance Generalist, Journey	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 54	PAY WAGE: \$ 25.94+DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CITY LOCATION: Bethel	PHYSICAL ADDRESS: Bethel Youth Facility
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: DJJ Background Check per DJJ Policy	

JOB DESCRIPTION:

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

In observance of strict safety and security requirements, this maintenance position independently performs installation and repair of buildings and building systems in a large residential institutional setting at the Bethel Youth Facility (BYF) including the maintenance and care of Probation and Facility vehicles. The position utilizes skills in electronics, mechanical, plumbing, electrical systems and carpentry, etc.; HVAC Systems including oil or gas fired boilers/furnaces, ventilation systems, air conditioning systems and DDC or Pneumatic systems and control networks; security locking mechanisms, computerized electronic security control systems and key control systems; Fire Alarm and Sprinkler Systems; exterior/interior structures and fixtures, power generation systems; performs regular Fire/Life Safety, mechanical and security inspections; Maintains grounds including snow removal.

Assists the NRO Maintenance Management Specialist with construction activities involving DHSS Facilities, and contractors; assists regional and statewide maintenance staff with special projects. The position could be asked to be on call or assist with/travel to other facilities within the Northern Region of DJJ.

SPECIAL REQUIREMENTS

Successful completion of criminal and driving history background check is required prior to employment and fingerprinting is required at time of hire by Division of Juvenile Justice Statewide Policy Procedure.

PREA Employment Standards Disclosure is required at time of hire by Division of Juvenile Justice Statewide Policy and Procedure.

Possess and maintain valid Alaska Driver License to operate state-owned vehicles on public roads required by 2AAC 90.420, Application for Driver's License.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Personal computer and Microsoft Office Software including Outlook Email application daily. Building Management software daily.

Equipment and materials used daily to perform the duties described include, but are not limited to two-way radio, shaper, disc grinder, Sawzall, dremel motors, molding heads, bench grinder, garden tractor, line tracer, drill press, VOLT/OHM meter, clamp on Amp Meter, combustion analyzer, jointer, conduit bender, weed trimmer, jigsaw, propane torch, disc sander, acetylene torch, hole auger, hand tools, gear puller, soldering pencil, ram set, router, micrometer, 4x4 pickup truck and snow plow, paint sprayer, snow blower, glue gun, airless paint sprayer, concrete saw, pipe threader, carpet stretcher, scroll saw, drain snake, skill saw, rivet gun, respirators, back hoe, arc welder, farm tractor, light meter, table saw, soldering gun, saber saw, wood lathe, radial arm saw, vibrator sander, power planer, drill motor, bench buffer, power lawn mower, power miter box, pipe cutter, band saw, belt sander, rotary hammer, caliper, kick bender, carpet cleaner, vacuum, floor buffer, etc.

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.

In observance of strict safety and security requirements, independently perform installation/replacement, maintenance and repair of buildings and building systems in a large secure residential institutional setting at Bethel Youth Facility (BYF). Utilize skill in electronics, mechanical, plumbing, electrical, carpentry, etc., for boilers/furnaces, heating, ventilation and air conditioning systems and controls, pneumatic controls and systems (HVAC and DDC), computer systems, networks and related devices, exterior and interior structures, systems, facilities and related fixtures and utilities, power generation systems and physical plant, and sprinkler, alarm and security systems, etc. This position also supports Nome Youth Facility (NYF) in the areas of assigned expertise sometimes remotely and sometimes through occasional travel to those locations.

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: Building Maintenance		
E/M	% of Time	Duty Statement
E	60 %	<p>Carpentry: Plan, design, estimate materials and fabricate wood and metal frame structures. Remodel and repair existing wood structures, install gypsum wall board and wood paneling, construct shelves, sliding doors and cabinets. Install exterior and interior doors and frames including pre-hung doors. Repair wood furniture. Plan, design and build custom cabinets suitable for various areas in the institution including the Superintendent`s Office, public areas and controlled access areas.</p> <p>Fire Alarms and Sprinklers: Operate, maintain and test functions of equipment. Systems include Honeywell, Edwards and Simplex. Have knowledge of location of all components of systems and ability to trace and repair problems.</p> <p>Plumbing/Pipe Fitting: Plan, design, estimate materials and install galvanized, steel, cast iron, plastic and copper pipe and tubing. Repair and maintain various plumbing fixtures including toilets, urinals, bath tubs, sinks, grease traps and sump pumps. Repair various types and sizes of water and steam gate, globe valve and metering devices; expansion, water and condensation tanks and related piping. Remove sewage clogs caused by residents flushing items including clothing and bedding by means of chemicals, hand augers, power augers and cutting of pipe.</p> <p>Electrical: Install, maintain and repair electrical systems to include circuit breakers and fuses, main and secondary electrical panels, conduits, junction boxes, switches and outlets. Trouble shoot 120/208 volt circuit equipment. Maintain and operate diesel emergency generator to include primary switch gear interconnecting public utility with BYF`s standby power system.</p> <p>HVAC (Heating, Ventilation, Air Conditioning): Be knowledgeable about operation, repair and maintenance of heating controls and systems and Honeywell Selectographic Console Monitoring System. Operate, repair and maintain steam-generated hot water, forced air and electric heating systems. Operate, repair and maintain gas-fired boiler systems. Operate computer-controlled HVAC systems for new units. Perform preventative maintenance and repair of foregoing heating systems to include heating coils, piping, circulating pumps, air handling units and associated drive motors, belts, greasing and oiling pump bearing assemblies, motors and changing of duct-mounted filters. Operate, repair and maintain air conditioning systems.</p> <p>Painting: Exterior/interior painting to include preparation of wood and metal surfaces, taping and plastering surfaces prior to painting, preparation of concrete and masonry surfaces and</p>

floor finishes. Be knowledgeable about types of paints, varnishes, stains, epoxies, brushes and rollers to accomplish tasks. Be knowledgeable about quantities needed for proper coverage. Be knowledgeable of when and how to use, maintain and repair spray painting equipment.

Glazing and Caulking: Install single and double strength sheet glass and double pane thermal insulating glass in both metal and wood sash, doors and partitions. Replace loose deteriorated and missing putty or sealing compound and recondition window sashes. Know various types of putties, caulking compounds and sealants.

Flooring: Repair and replace floor tile and carpeting and pad.

Roofing: Maintain, repair and replace asphalt, wood shingles, built-up composition roofing materials, hot-mopped roofs and torch-down roofs. Maintain, install and repair metal flashing and gutters and drain and vent pipes. Repair skylights and roof vents.

Concrete and Masonry: Build and place forms, mix, pour and finish concrete walls and slabs. Repair and replace concrete surface and cinder block. Prepare walls, floors and counter tops for installation of ceramic tile and grout. Repair and replace damaged tile.

Functional Area Title: Grounds & Road/Walkway Maintenance		
E/M	% of Time	Duty Statement
E	25 %	<p>Grounds Maintenance: Clear and level grounds and topsoil prior to planting of seeds, fertilization and mowing of grass with power mower and tractor lawn mowers. Rake and weed grounds. Maintain lawn mowers, hand tools, hoses and supplies.</p> <p>Road and Walkways: Paint stripes for parking spaces. Remove foreign objects from roads and walks. Plow and remove snow from roads, parking areas and walkways using plow or four-wheel drive pick-up truck, front end loader, small tractor with plow, snow blower and/or snow shovel. Maintain equipment. Make seasonal modifications and installations to equipment such as switching snow removal, loader, brush hog, etc., attachments as needed.</p>

Functional Area Title: Appliances		
E/M	% of Time	Duty Statement
E	10 %	Maintain, repair and install electrical, steam and manual industrial equipment including, but not limited to dishwashers, walk-in refrigerators and freezers, ranges, ovens, grills, fryers, toasters, mixers, coffee makers, drink dispensers, ice makers, garbage disposals, meat grinders, slicers, trash compactors, steam kettles, pressure cookers, warming racks, vacuums, buffers, carpet shampooers, washers and dryers, humidifiers, irons, blow dryers, curling irons, televisions, radios, record players and sewing machines.

Functional Area Title: Miscellaneous		
E/M	% of Time	Duty Statement
E	5 %	Perform minor repair of office furniture and equipment. Move office furniture and equipment. Repair and replace locks and locking devices. Maintain stock control of repair parts. Install, maintain and repair various types of fencing required for a correctional-type institution. Install and maintain indoor and outdoor signs. Mount pictures on concrete walls. Perform additional duties as assigned.

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.).

Personal computer, digital video recorder, camera/monitor and printer hardware are used daily with Johnson Control Metysis, Keywatcher Keypro, GE Security Wave Reader and Maximo software and 2-3 times per week with Web Control direct digital control by Automated Logic 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.).

Equipment and materials used daily to perform the duties described include, but are not limited to two-way radio, shaper, disc grinder, Sawzall, dremel motors, molding heads, bench grinder, garden tractor, line tracer, drill press, OHM meter, jointer, conduit bender, weed trimmer, volt meter, jigsaw, propane torch, disc sander, amp meter, acetylene torch, hole auger, hand tools, gear puller, soldering pencil, ram set, router, micrometer, 4x4 pickup truck, paint sprayer, snow blower, glue gun, airless paint sprayer, concrete saw, pipe threader, carpet stretcher, scroll saw, snow plow, drain snake, skill saw, rivet gun, respirators, back hoe, arc welder, farm tractor, light meter, table saw, soldering gun, saber saw, wood lathe, radial arm saw, vibrator sander, power planer, drill motor, bench buffer, power lawn mower, power miter box, pipe cutter, belt sander, rotary hammer, caliper, kick bender, carpet cleaner, vacuum, floor buffer, etc.

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.).

Guides and references used 1-2 times per month to perform the duties described include, but are not limited to schematics, maintenance manuals, blueprints, parts books, rebuild manuals, procedure manuals, overhaul manuals, repair manuals, trade practices, O&M manuals, I building code, OSHA rules, PbS standards, uniform plumbing code, national electric code, etc.

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.

On normal maintenance activities, the level of authority and independence the incumbent of the position exercises includes deciding what should be done, what parts to order, how far to take a project before seeking additional guidance and/or resources and what standards apply. Methods and means of performing tasks are usually left to the judgment of the incumbent with supervisory assistance available if needed.

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.

Contact with employee customers daily. Contacts usually made in person, over the phone and/or radio. Contacts typically involve maintenance requests for repairs and projects.

Contact with vendors 2 to 3 times per week. Contacts usually made in person and over the phone. Contacts typically involve advice, tools, parts and/or supplies on maintenance requests for repairs and projects.

Contact with juvenile residents/clients daily. Contacts are in person and involve both casual contact occurring from incumbent working in residential environment to supervisory and training responsibility for residents assigned to maintenance work experience programs.

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?

The consequence of error made by a prudent employee in the performance of the essential functions assigned to the position is high, potentially impacting the life safety of the incumbent, all juvenile residents/clients and all other employees as well as agency operations and programs. For one example, the incumbent must quickly recognize and appropriately respond to dangerous situations or emergencies involving building or building systems failures or malfunctions in order to protect them self and others from injury and possibly death as well as state owned property from damage and possibly destruction.

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

Skill to interpret drawings, blueprints, specifications and schematics is required to diagnose plumbing, heating, ventilation, electrical, fire detection/suppression systems, etc., in order to locate and resolve sources of malfunction and failure. Skill to infer likely location and cause of building and building systems malfunctions and failures based in multiple skilled trades experience is required to maintain functional physical plant for a large complex secure residential institution. Knowledge of and adherence to agency safety, security and confidentiality policies, procedures and practices is essential for the incumbent of this position.

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).

Successful completion of criminal and driving history background check is required prior to employment and fingerprinting is required at time of hire.

Possess and maintain valid Alaska Driver License to operate state-owned vehicles on public roads required by 2 AAC 90.420, Application for Driver's License.

Possess and maintain Type 1 Certification for small appliances required by Environmental Protection Agency.

Possess and maintain Boiler Operator Certificate of Fitness: 4th Class required by 8 AAC 80.130, Requirements for Boiler Operator 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				F
Standing				F
Running		P		
Jumping		P		
Bending or twisting				F
Squatting or kneeling				F
Crawling				F
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		P		
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)				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				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment		P		
Seeing objects at a distance		P		
Seeing objects peripherally		P		
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors			O	
Hearing conversations or sounds			O	
Hearing via radio or telephone			O	
Communicating through speech				F
Communicating by writing/reading			O	
Distinguishing odors by smell				F
Distinguishing tastes		P		

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work in/exposure to cold water			O	
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)				F
Exposure to dust, chemicals, or fumes				F
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)	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				F
Work/travel in boat/small aircraft/helicopters		P		

Exposure to high noise levels				F
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)				F
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)				F
Exposure to needles or sharp implements (e.g., hospital, kitchens)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)				F
Exposure to wild/dangerous animals		P		
Exposure to insect bites or stings				F
Exposure to aggressive/angry people in a public protection environment	N			

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Exposure to aggressive/angry people		P		

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Incumbent must have awareness and be observant of unique safety, security and confidentiality requirements of a 24-hour juvenile correctional facility. In particular this position utilizes tools, equipment and supplies that could pose extreme hazard to life and security if they were to fall into the wrong hands. Constant monitoring and security of tools, equipment, supplies and constant care and caution when working with and around juvenile residents is required.

5. Supervisory Authority

This page must be completed if PCN **063672** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **063672** supervises or leads. Record **063672** '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 **063672** 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 063672 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 063672	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									