

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

DIVISION: DMVA/ARMY NATIONAL GUARD/FMO		PCN: 09-0121 (Position Description Attached)	
JOB CLASS/TITLE: Maintenance Specialist-Electronics-Journey 2/Lead		WHEN POSITION IS NEEDED: ASAP	
WAGE: \$27.60 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.		DUTY STATION: ANCHORAGE/JBER	
<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
<p>WORK SCHEDULE: Mon-Fri</p> <p>TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO</p>			
<p>PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: Federal DOD: for Base Access</p>			
<p>COMMENTS/SPECIAL REQUIREMENTS:</p> <p>Must be able to obtain a First Aid and CPR Certificate</p> <p>Must be able and willing to travel in state and out of state. Must be willing to travel by various modes of transportation such as; small aircraft, helicopter, snow machine, boat, ATV/UTV, and foot. Must be willing and able to lodge in camping-like conditions with minimal amenities such as; sleeping in sleeping bag, tent, on floors or ground, cooking with camp stoves, and hauling drinking water. Incumbent must be willing and able to work overtime.</p> <p>Must be able to pass and maintain a federal security clearance throughout employment with Department of Military and Veterans Affairs, to possess the appropriate credentials for access to federal and state facilities or restricted areas as required.</p>			
<p>CANDIDATE MUST BRING TO INTERVIEW:</p> <p><input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71)</p> <p><input checked="" type="checkbox"/> Copy of current certifications and licenses</p> <p><i>Note: Candidates who do not bring the required information to the interview may be rejected.</i></p>			
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2. Duties

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

There are two essential functions of this position. Under the direct supervision of the Facility Management Office Foreman, the Maintenance Electronic Journey II will install, modify, repair, and inspect electronic security systems for various National Guard Armories located throughout the State of Alaska. The secondary function of this position is responsible for troubleshooting and repairing electrical systems in the facilities being maintained by the Facilities Management Division.

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: Duties/Functions/Tasks		
E/M	% of Time	Duty Statement
E	60 %	Perform advance installation, maintenance and repairs to Joint Services Interior Intrusion Detection System (JSIIDS) and Electronic Security Program (ESSP); Install and maintain security system software for JSIIDS and ESSP systems; Provide technical support and training for end users; Develop, maintain and verify accurate drawings and schematics for each security system to meet Army Regulation 190-11, 13, 51, Field Manual 19-3, FCC Regulations, NFPA 70 and 72.
E	30 %	Ability to recommend alternative solutions to problems encountered; Design and estimate material and labor requirements for repair of and complete installation of JSIIDS and ESSP systems; Work from AutoCAD based plans, sketches, work orders, basic blueprints and instructions; Ensure installation and repairs meet and comply with all associated code requirements.
E	10 %	Knowledge and ability to assist general maintenance team completing facilities maintenance related tasks. (e.g., plumbing, electrical, carpentry, etc.

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.).

Hardware: Personal Computer (daily); associated printers (daily); Laptop computer (daily).

Software: Office Outlook (daily), Excel (1-2/week) Word (daily); Internet Explorer (daily), Maximo Management System (daily), AutoCAD (daily); Specific software (used daily) on which incumbent will be trained.

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.).

Cisco telephone system (daily); Copy machine/Scanner/Fax (daily); Basic office supplies (paper / pens / staplers / tape / etc) (daily).

Machinery: Cars, trucks, gas and diesel generators, pickups with snow plows, forklift; no CDL required.

Tools: All types of hand tools (may be used daily), power tools, pipe benders, threaders and cutters, saws, sanders, torches, welders, solder guns, chain hoists, ladders.

Instruments: (used daily) Multi meters, (Volt, Amp, and Ohm) Meg Meter, Phone tone test set and Cable tester.

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.).

NEC (National Electric Code), FCC (Regulations for Telecommunications and Radio). UBC (Uniform Building Code), NIOSA (Chemical Hazards), OSHA (Occupational Safety and Health Association), UPC (Uniform Plumbing Code), UFC (Uniform Fire Code), Alaska Statutes, Department Policy and Procedures. (These are guidelines that will be followed on all the work the incumbent produces.)

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.

Operates with minimal supervision or oversight to complete assigned duties. Coordinates task with other crafts, contractors, and government agencies. Must be able to follow strict guidelines and operate within budgetary restraints.

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 contact with:

Maintenance staff: Daily working with others on the maintenance team with diverse skills to complete assignments.

Admin staff: Occasionally work will be in the admin area or projects may be started by consulting with staff.

Contractors: When contractors are working in the building, they are escorted by maintenance staff. (monthly)

Vendors: When pricing parts or researching the availability of products and/or information, the incumbent will contact vendors.

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?

An error may have a wide impact on the security of classified information, arms, ammunition, and explosives. The error may result in putting individuals at risk, and cause operational shutdown.

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

Basic computer hookup and operation, completion of technical training/school in the field of electronics technology and/or electrical engineering, expertise in soldering, troubleshooting of circuitry to the component level, use of electronic instruments, termination of coaxial and Cat-5 cables, splicing of cables, reading schematics and wiring diagrams, basic maintenance of fire alarm systems, ability to install power and signal understanding of CCTV Systems, and ability to work well with others.

Required to use half-face respirator in the performance of some aspects of the job. Must be able to read and interpret Material Safety Data Sheets (MSDS), Fire Safety documentation specifications for equipment and materials for each job.

Must have mathematical skills and effective communication skills, through speech, writing, and technical drawings, to communicate complex ideas to others in a clear and concise manner.

Must be able to develop a maintenance program for the electronics system, and be able to work with all types of personalities and diverse backgrounds.

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).

Current State of Alaska Fitness Card - Electrical.

Current Alaska Drivers license.

CPR and First Aid certification within the first year of employment.

Must be able to pass a background check to maintain a Secret Clearance.

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		P		
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance				F
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			O	
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces		P		
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance				F
Seeing objects peripherally				F
Using depth perception				F
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		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	N			
Work/live in remote field sites				F
Work in confined areas (under desks, in heating vents, etc.)		P		
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
Exposure to electrical current (not outlets)		P		
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)		P		
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts		P		
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.)		P		
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)	N			
Exposure to wild/dangerous animals	N			
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.

Must be willing to travel on short notice. Must be willing to travel out of state and in state to remote areas by various modes of transportation e.g. snowmobile, small aircraft, boat, atv, foot and other available means, to support Department missions. Must be willing and able to overnight in a camping environment with minimal amenities e.g. sleeping bag on the floor and camp stove cooking. This position is required to pass a background check to obtain military base access. Incumbant must be able to acquire and maintain base access to retain this position.

5. Supervisory Authority

This page must be completed if PCN **090121** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **090121** supervises or leads. Record **090121** '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 **090121** 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 090121 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 090121	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