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

DIVISION: **DMVA/ARMY NATIONAL GUARD/FMO**	PCN: **09-0159** **(Position Description Attached)**
JOB CLASS/TITLE: Maintenance Specialist - Bldg/Facility/Const - Journey II/Lead	WHEN POSITION IS NEEDED: **ASAP**
WAGE GRADE: **51**	DUTY STATION: **ANCHORAGE/JBER**

☒	Permanent Full-Time	☐	Permanent Full-Time Seasonal
☐	Permanent Part-Time	☐	Permanent Part-Time Seasonal
☐	Non-Perm Full-Time	☐	Non-Perm Part-Time

TRAVEL REQUIRED: ☒ YES / ☐ NO

PRE-EMPLOYMENT BACKGROUND CHECK:
☒ YES / ☐ NO
Type: **for base 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: **SEE SPECIAL NOTE**

Note: Candidates who do not bring the required information to the interview may be rejected.

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A STATE OF ALASKA APPLICATION AND REQUIRED COPIES OF CERTIFICATIONS SHOULD BE SUBMITTED ON OR BEFORE THE CLOSE OF THIS REFERRAL REQUEST. A RESUME WILL NOT MEET THIS REQUIREMENT.

- Remote pilot - Small Unmanned Aircraft System License**
- Backflow Assembly Tester Certification**
- Boiler Operator Certificate of Fitness 4th Class**

***Special Note:* At a minimum, one of the above listed certifications must be presented at the time of application. Remaining required certifications may be obtained after appointment, but physical evidence of all required certifications must be presented to the employer before the end of the probationary period.

2. Duties

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

This position is under the direction of the Building Maintenance Superintendent through the Foremen; the incumbent performs lead duties, prioritizing, assigning, and scheduling work; coordinates with the Supervisor and Foreman in establishing the required objectives. This position is also responsible for maintaining state and federal facilities utilized by the Department of Military and Veterans' Affairs, Army National Guard, throughout the State.

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

E/M	% of Time	Duty Statement
E	75 %	This position requires a fully proficient worker capable to perform independently using industry standard methods and techniques typical of the occupational field. This position accomplishes preventive maintenance on a variety of building systems and components. The incumbent is responsible for the maintenance of rural, basic single room structures consisting of heat and electricity, to complex facilities comprised of boilers, ventilation air handlers, air conditioning units, digital controls systems, hanger door components, power generation, residential/commercial electrical circuitry and distribution, and multi-story structures. This position inspects, maintains and repairs domestic water distribution systems such as: variety of valves, pumps, piping, expansion tanks, and fixtures; this position also is responsible for complete sewage discharge systems. As a Maintenance Specialist, the incumbent is required to perform visual inspections, operational tests, calibrate electronic DDC field devices, inspect and maintain back-flow preventers, troubleshoot equipment and system malfunctions and make the appropriate decisions to restore the affected components to operational condition. This position is responsible to operate and maintain low-pressure steam systems, and water treatment for all types of hydronic systems. To accomplish necessary assessments and inspections of remote facilities where fall arrest is not available, the incumbent will be required to operate a drone in accordance with all applicable flight rules and regulations and documenting conditions with video and/or photography.

Functional Area Title: Lead Duties

E/M	% of Time	Duty Statement
E	25 %	This position is responsible to lead an assigned group of workers by setting priorities and scheduling tasks; determines methods, provides training, mentoring, and instruction; evaluates and approves completed tasks; ensures workers comply with all safety regulations. This position participates in the work accomplished by the workforce. The incumbent works with the Building Management Superintendent and Foreman (immediate supervisor) by providing input regarding the performance and attitude of the assigned workforce. The incumbent is responsible to provide clear instructions, make decisions, set and balance priorities, recommend appropriate solutions to difficult situations. As lead, the incumbent must be able to motivate workers and perform tasks in an efficient manner. This position is responsible for promoting a safe, positive working environment, and support the policies set forth by management.

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.).

Microsoft Office Suite

Word – Daily

Excel – Daily

Outlook – Daily

Direct Digital Controls User Interface - Daily

Computerized Maintenance Management System - Database of Record; Maximo, Asset Works, etc.

Internet Explorer - Daily

Notebook and Desktop Computers – Daily

Printer/Scanner/Fax – Daily

Tablet – Daily

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.).

Blueprints, plans, schematics, and specifications – Daily

Forklift – Monthly

Hand tools, wrenches, grinders, sawzalls, skill saw, drill, etc. - Daily

Electric Meters – Weekly

Underground locating equipment - Occasional

Pipe threaders - Occasional

Portable air compressors, nail guns, acetylene torch, arc and wire feed welders - Occasional

Cars and truck to 1 ton - Daily

Bobcats, small tractors, brush hogs, chainsaws, weed whackers - Occasional

Test Equipment to include but not limited to: Power analyzer, Multi-meter, Light Meter, Amp meter, Thermal Imaging Camera, Temperature Probe - Daily

Camera – Monthly

VOIP device- Daily

Cellular phone – Daily

Drone - Monthly

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 regulations 1910. & 1926. - daily

Uniform Plumbing Code - weekly

Uniform Building Code - weekly

National Electric Code - monthly

ASHRAE - Occasional

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.

Sets priorities and schedules tasks; determines means and methods in the accomplishment of work.

Sets and balances priorities, at times makes decisions necessary to resolve difficult situations.

Occasionally deals with contractors by providing support in building access or answering questions dealing with system specific information required to accomplish a project.

Plan small-to-medium projects, provide material list and cost estimates.

Interacts with the building occupants and managers in accomplishing the goals and objectives of the Labor Trades and Craft tasks.

This position does not have the authority to obligate state funds without prior approval of the Supervisor.

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.

Employee meets with design engineers and contractors to reviews plans and specifications to identify any faults to ensure the military is on the same page for the best facilities work with the least amount of change orders during construction; daily contact with the maintenance foreman, coworkers, other department employees, vendors, suppliers, D.O.T. and other state agencies and representatives.

The incumbent must look and act in a professional manner and is required to possess good communication skills dealing in person, telephonically, two way radios or through email.

Contact and communication is made to ensure a successful workload and project continuity for the Department.

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?

Failure to perform the essential functions of this position will result in potentially affecting the Alaska Guard ability to accomplish their mission due to a failed infrastructure; failure to follow safety rules and regulations could result in injury or death.

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

This position must have a good working knowledge in the following area:

Reading and interpreting blueprints, schematics, line drawing ladder diagrams, operations and maintenance manuals.

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).

Incumbent must possess a valid State of Alaska driver's license.

Must obtain and maintain a Defense Biometric Identification System (DBIDS) card for federal facility access.

Must obtain and maintain a State of Alaska credit card.

Must possess and maintain a Real ID upon requirement. The following valid certifications are required:

- Remote pilot - Small Unmanned Aircraft System License**
- Backflow Assembly Tester Certification**
- Boiler Operator Certificate of Fitness 4th Class**

****Special Note:*** At a minimum, one of the above listed certifications **must be presented at the time of application**. Remaining required certifications may be obtained after appointment, but physical evidence of all required certifications must be presented to the employer before the end of the probationary period.

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		**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				**F**
Driving cars, light duty trucks			**O**	
Driving heavy duty vehicles			**O**	
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			**O**	
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			**O**	
Pushing/pulling 26-50 pounds			**O**	
Pushing/pulling more than 50 pounds		**P**		
Balancing on moving surfaces	**N**			
Balancing on narrow surfaces		**P**		
Balancing on slippery surfaces		**P**		
Balancing on uneven surfaces			**O**	
Restraining/grappling with people in a public protection environment	**N**			
Seeing objects at a distance		**P**		
Seeing objects peripherally			**O**	
Using depth perception				**F**
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				**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				**F**
Work in/exposure to cold water				**F**
Work/live in remote field sites				**F**
Work in confined areas (under desks, in heating vents, etc.)		**P**		
Exposure to dust, chemicals, or fumes		**P**		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		**P**		
Exposure to electrical current (not outlets)			**O**	
Swimming/scuba diving	**N**			
Work at heights up to 25 feet (e.g., towers, poles)		**P**		
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			**O**	
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				**F**

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)	**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 (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**
The wearing and use of respirators			**O**	

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

Must be able and willing to travel in state and out of state. Must be able and 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.

5. Supervisory Authority

This page must be completed if PCN **090159** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **090159** supervises or leads. Record **090159** '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 **090159** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **Yes** If no, skip this section.

PCN 090159 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN **090159**	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
09-0047	4	4	4	4	1	1	1	3	1
09-0161	4	4	4	4	1	1	1	3	1
09-0260	4	4	4	4	1	1	1	3	1
09-0242	4	4	4	4	1	1	1	3	1