

STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DIVISION: AST/OSB – Aircraft Section	PCN: 12-3867 (Position Description Attached)
JOB CLASS/TITLE: Stock and Parts Services III	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 54 \$22.88 per hour +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 May be required on an infrequent basis.</p>	
<p>PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: Full comprehensive background check</p>	
<p>COMMENTS/SPECIAL REQUIREMENTS: Must be able to obtain a First Aid/CPR and Hazardous Training Certificate</p> <p>Must be able to have or obtain a forklift certification</p> <p>Must be able and willing to travel in state and out of state on an infrequent basis when necessary. Incumbent must be willing and able to work overtime.</p> <p>Must be able to pass and maintain a security background check</p>	
<p>CANDIDATE MUST BRING TO INTERVIEW: <input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) <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>	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com

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Position Control Information	Duties	Other Work Detail	Work Demands	Supervisory Authority	Department Request and Certification	Staffing Chart & Attachments	Analysis
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Class Title:
Stock & Parts Services III

Position Control Number (PCN): 123867

2. Duties

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

Under general direction, provides procurement and warehouse support to the DPS Aircraft Section and DPS pilots statewide. In addition, independently performs advanced level procurement, receipt, storage, logistics, and/or distribution of supplies, equipment, parts, tools, and/or materials in the DPS aircraft maintenance facility.

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: Inventory Management		
E/M	% of Time	Duty Statement
E	30 %	<p>Monitor and make improvements to the aircraft section inventory control database. Management responsibilities include:</p> <ul style="list-style-type: none"> • assignment of stock numbers • monitoring of high and low limits • establishment of inventory reorder points (based upon historic usage, projected needs, warehouse space and procurement/shipping time estimates) • taking periodic inventories of all items in addition to occasional spot checks • establish and evaluate standard sources of supply for each item in addition to updating cost, vendor addresses and other information necessary to provide systematic restocking/acquisition <p>Determine methods and procedures for handling workload or solving problems. Suggest improvements to the warehouse layout, stock placement, order picking procedures, warehouse inventory and equipment acquisition.</p> <p>Determine and recommend implementation of purchasing efficiencies for the discovered needs of department pilots and aircraft section personnel.</p>

Functional Area Title: Response to requests for parts/supplies		
E/M	% of Time	Duty Statement
E	25 %	

Order Picking - for items stocked in the warehouse,utilize inventory system to retrieve items from warehouse shelves, post item to computerized inventory, prepare any accountable document form needed.

Purchasing: evaluate, develop specifications (copy, rewrite, change or create new specifications), research potential vendors, evaluate quality, determine terms and conditions, select sources, prepare RFQs for bids solicited, obtain competitive bids, complete abstract of responses, award to successful bidder, prepare and issue D.O. to vendor.

Expedite Delivery: When aircraft section managers know that an item is time-critical (i.e. response to an emergent situation,damaged or inoperable aircraft etc.) follow up with vendors to insure that the priority order is received and receives the fastest possible handling by the vendor. Monitor the aging of routine purchases to determine if there is an unreasonable delay, follow up with the vendor and if necessary, select alternate sources and provide for expedited delivery service.

Functional Area Title: Small Procurement/Purchasing		
E/M	% of Time	Duty Statement
E	20 %	<p>Independently develop Request for Quotations (RFQs), issue Delivery Orders (DOs) and establish long term contracts. It is not uncommon for purchases to exceed \$100,000 per order for items such as aircraft engines, major aircraft rebuilds or tools and equipment. In addition, parts may be ordered in "bulk" due to restrictions that make it uneconomical to place frequent orders or budget timing issues. This position has a comprehensive understanding of statutes, regulations and administrative code required to implement purchasing for the department.</p> <p>When necessary, independently make purchases in emergent or time-critical situations where the incumbent has little time to react to the field need before implementing purchasing requests. This means that the incumbent needs to be able to function without local procurement supervision because the supervisor may not always be available.</p>

Functional Area Title: Warehouse Operations		
E/M	% of Time	Duty Statement
E	15 %	<p>Demonstrates a thorough understanding of how to operate a warehouse facility. Understands how to configure warehouse space, know inventory methods and processes and effectively applies knowledge in operating a functional warehouse.</p> <p>Move items by hand or utilize material handling equipment i.e. hand cart, pallet jack, forklift or hand truck. Safely operates forlift or other machinery in order to complete tasks such as loading, sorting, staging and transporting products. Uses the forklift to move supplies and maintains the forklift usage and maintenance log according to safety protocol procedures. Position platform or forks under load and raise load.</p> <p>Correctly and safely handles and stores hazardous materials (including but not limited to volatile materials, compressed gases, cleaning/caustic chemicals and irritating chemical agents). Collects, scans, catalogs, disseminates, and files Material Safety Data Sheets (MSDS).</p>

Functional Area Title: Shipping/Receiving

E/M	% of Time	Duty Statement
E	10 %	<p>Receives merchandise (receiving involves opening packages or boxes then physically match product to item ordered, checking merchandise for quality, defects and/or damage; marking packing list indicating quantity and condition of merchandise; recording inventory information on inventory form and attaching the form to the package or box; repacking and/or re boxing merchandise; shelving packages and/or boxes for storage). Match cartons of merchandise to purchase orders/delivery orders and packing slips. Maintain a clean and current purchase order file, merchandise transfer file, special order delivery log, problem item reports and inbound receiving log. Verify accuracy of shipment by counting or measuring items and comparing size, weight, description and code numbers with information on invoice or packing slip and purchase order or delivery order; record any discrepancies or damage; and mark identifying information on items.</p> <p>Research and resolve discrepancies between ordered quantity and actual quantity received. Return damaged merchandise to supplier. Write up trouble worksheet on problems and route to appropriate supervisor for resolution.</p> <p>Appropriately selects shipping and mailing supplies to properly secure packages. Properly tapes and labels packages to meet postal or shipping company regulations. Builds pallets and properly shrink wraps items on the pallet for safe and secure shipping.</p> <p>Maintains accurate records of goods shipped and bills of lading. Follow instructions to ensure proper order fulfillment. Ensure that mailing and shipping information is completed correctly. Inspects packaging and make sure all equipment necessary for shipping and transport is serviceable. Understand shipping and transportation and other regulations as appropriate.</p>

Percentage Total: 100%

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Class Title:

Stock & Parts Services III

Position Control Number (PCN):**123867****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 with MS Office using Excel, Word, Outlook, Inventory tracking software, IRIS (Integrated Resource Information System), PCS (Property Control System) printer, scanner, telephone, radio, fax used 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.).

Various power tools, hand tools: Pliers, crowbar, box knife, hammer, tin snips, crescent wrench, screwdriver, banding/strapping tensioner and sealer.

Vehicles; sedan, mini-van, forklift, pick up truck, flatbed truck

Cleaning equipment; mop, broom, hand buffer, etc.

Daily use

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.).

Alaska Statue, Alaska Administrative code, Department of Public Safety Policy and Procedures; Standard Operating procedures, Aircraft Section manual, Post Orders; State of Alaska Procurement SOP; EPA regulations concerning hazardous materials and oil spill clean up. OSHA regulations. Other related resources as needed.

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.

Order routine and high priority products to keep inventory levels at predetermined levels and respond to emergency requirements for purchases up to \$100,000.

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.

Daily contact with DPS staff and other state and municipal law enforcement agencies while requesting or delivering supplies. Daily contact with vendors, shippers, aircraft parts manufacturers and outside aircraft maintenance vendors/contractors. Weekly contact with outside vendors with deliveries to the facility

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?

Attention to detail is a critical component of this job, especially in priority requests. An error made in ordering the correct aircraft part may result in catastrophic loss and property destruction. A lack of organization or care when dealing with supplies could result in damage or loss. Additionally, an error made when handling supplies could result in serious injury if safety protocols are not observed

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

Position requires good verbal (including telephone) and written communication skills as well as the ability to read and remember details. Must be able to interact effectively with all DPS personnel as well as individuals outside the department. Must use excellent oral and written communication skills to interact clearly and effectively with individuals of varying backgrounds and perspectives on a variety of issues. Exercise tact and diplomacy to secure necessary information and cooperation from a variety of individuals to resolve simple problems and discrepancies. Must be well organized and have the ability to be flexible with duties in a fast moving aircraft maintenance facility.

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).

Valid Alaska Driver`s license

Fork lift certification

Current first aid and Hazardous material training

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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	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				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)				F
Fine manipulation with fingers		P		
Pinching with fingers		P		
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	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	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	N			
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes		P		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
Exposure to electrical current (not outlets)	N			

Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
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		P		
Work/travel in boat/small aircraft/helicopters		P		
Exposure to high noise levels	N			
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)		P		
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
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	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.

None