

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DHSS / AKPH	PCN: 02-7148
JOB CLASS/TITLE: Maintenance Generalist, Journey	WHEN POSITION IS NEEDED: Immediate Plus Benefits: Medical, Dental, Retirement, Paid Leave & Holidays
WAGE GRADE: 54 (\$22.63) + Steps	CITY LOCATION: Sitka
CONTACT: LINDA MURPHY	PHONE NUMBER: 586-6993 EMAIL: LINDA@LOCAL71.COM

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO Valid Alaska driver's license	FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Criminal Background Name Check and Fingerprints DRUG TESTING CHECK REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS: Interested applicants return the following, prior to their scheduled interview: *Workplace Alaska Application *Completed Pre-Employment Certification Form (attached) *Completed Applicant Reference Sheet (attached) *Any performance evaluations they may have. *Due to COVID-19 all interviews are being completed via telephone conference

JOB DESCRIPTION:

The Sitka Pioneers Home is recruiting for a permanent full time Maintenance Generalist, Journey. The incumbent is responsible for the maintenance of the Sitka Pioneers' Home building and surrounding grounds, subcomponents, and equipment while ensuring that a high degree of quality workmanship is maintained at all times in accordance with current Federal, State and local regulations as well as electrical codes, building codes, and general trade practices.

Basic Knowledge of: basic mathematics, the safe and proper use and care of tools common to equipment and building maintenance, perform basic tasks involved in the upkeep of grounds, plant, exterior structures, buildings, and related fixtures and utilities, demonstrate basic understanding of blueprints and schematic drawings, work practices, methods and processes related to the building and maintenance trades, work standards, care or equipment and area safety practices, apply standard woodworking techniques and shop mathematics, perform fundamental electrical and plumbing maintenance and repairs, perform fundamental repairs and maintenance of boilers/furnaces and heating/air conditioning systems, utilize basic procurement procedures and warranty provisions, and use computer applications in the course of the work.

Knowledge of and ability to apply standard woodworking techniques and shop mathematics, perform fundamental electrical and plumbing maintenance and repairs, perform fundamental repairs and maintenance of boilers/furnaces and heating/air, conditioning systems, utilize basic procurement procedures and warranty provisions, and use computer applications in the course of the work.

Examples of duties: apply standard woodworking techniques and shop mathematics, perform fundamental electrical and plumbing maintenance and repairs, perform fundamental repairs and maintenance of boilers/furnaces and heating/air, conditioning systems, utilize basic procurement procedures and warranty provisions, use computer applications in the course of the work.

SPECIAL REQUIREMENTS (i.e. valid driver license, flagging certificate; First Aide/CPR Card):

Must be able to work in confined spaces such as crawl spaces and attics.

Must be able to pass a criminal background check including fingerprints.

Must have a valid Driver`s License as required by State of Alaska DMV.

Annual TB tests as required by DHSS Assisted Living Home Licensing.

Provide current evidence of negative results to COVID-19 testing performed within 2 weeks prior to start date. See IMPORTANT NOTE below.

IMPORTANT NOTE: As part of the employment requirement at this unprecedented time COVID-19 testing with negative results will be required prior to appointment.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE (i.e. chainsaws, hand tools, snowplow, vehicles, sander, grader):

Position uses a wide variety of hand and power tools/machinery. These include but are not limited to power drills/saws, hand and power drain cleaners, lawn equipment, pressure washers, drill press, table saw, etc. Position uses different measuring devises, i.e. tape measures, multimeter`s, calipers, gages, etc. Position operates a variety of vehicles, plows, snowblowers, tractors, and skid steer with attachments. Position operates some computer/programs, including Direct Digital Controls (DDC) computer (building systems), and the in-house email and computer.

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.

Responsible for the maintenance of the Sitka Pioneers' Home building and surrounding grounds, subcomponents, and equipment while ensuring that a high degree of quality workmanship is maintained at all times in accordance with current Federal, State and local regulations as well as electrical codes, building codes, and general trade practices.

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: General, Building and Building Component Maintenance		
E/M	% of Time	Duty Statement
E	75 %	<p>Performs fundamental electrical and plumbing maintenance and repairs.</p> <p>Performs visual examinations and operational tests to determine the need for, and the performance of, repair work on building components.</p> <p>Completes cleaning, finishing and painting of interior and exterior surfaces; determines what methods, techniques, devices, and materials best suited for the surface finish required.</p> <p>Applies standard woodworking techniques and shop mathematics to perform simple carpentry repairs.</p> <p>Establishes sustainable practices in routine maintenance and system operations.</p> <p>Performs fundamental repairs and maintenance of boilers/furnaces, HVAC systems, and pressure vessels.</p> <p>Performs fundamental repairs and maintenance of power generation systems.</p> <p>Performs scheduled preventive maintenance on a variety of building components and subsystems.</p> <p>Performs snow removal of grounds using a variety of snow removal equipment.</p> <p>Performs maintenance of grounds such as lawns using a variety of equipment.</p> <p>Works from sketches, work orders, basic blueprints and instructions to complete simple projects or fabrications.</p> <p>Installs, repairs, and maintains computer systems, networks and related devices.</p> <p>Uses a variety of tools to complete various tasks.</p> <p>Independently plans and lays out work assignments.</p>

Functional Area Title: Equipment Maintenance		
E/M	% of Time	Duty Statement

E	20 %	<p>Performs scheduled preventive maintenance on a variety of kitchen and laundry equipment.</p> <p>Performs routine and scheduled preventive maintenance on a variety of assisted living equipment such as mechanical/electric beds, patient lifts, physical therapy, and pharmacy equipment.</p> <p>Performs routine and preventative maintenance on a variety of grounds keeping and shop equipment.</p>
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Functional Area Title: Other Duties		
E/M	% of Time	Duty Statement
E	5 %	<p>Recognizes and responds quickly to dangerous situations or emergencies using emergency response procedures and equipment.</p> <p>Troubleshoots fire alarm and sprinkler systems and performs minor maintenance.</p> <p>Uses computers and various software to send and receive emails in Microsoft Outlook, track work orders and look up information on products and equipment.</p> <p>Completes training and education requirements.</p> <p>Performs other duties as assigned.</p>

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.).

Utilize Microsoft Windows operating system/software (Word, Excel, Access, Outlook, electronic medical records etc.) Internet and other programs; all 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.).

Position uses a wide variety of hand and power tools/machinery. These include but are not limited to power drills/saws, hand and power drain cleaners, lawn equipment, pressure washers, drill press, table saw, etc. Position uses different measuring devices, i.e. tape measures, multimeter's, calipers, gages, etc. Position operates a variety of vehicles, plows, snowblowers, tractors, and skid steer with attachments. Position operates some computer/programs, including Direct Digital Controls (DDC) computer (building systems), and the in house email and computer.

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.).

Local and State building, electrical, plumbing, and fire codes, i.e. IBC, UBC, IEC, NEC, IFC, UFC; CFR 29 Hazardous Materials; Local, State, and Federal OSHA, EPA, and DEC regulations; Facility Maintenance trade practices, procedure manuals, and standards.

Assisted Living Licensure requirements, AS47.33, Division Policies and Procedures, Sitka Pioneers' Home Policies and Procedures, ASHA and all mandatory personnel and department requirements and Division of Occupational Licensing statutes and regulations. These guides and references are used daily to ensure the safety of the residents and staff.

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.

Prioritize and complete maintenance work as a part of a team, maintain and requisition needed supplies, work with other departments to prioritize and schedule projects and repairs. Implement safety program within department.

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.

Communication with Sitka Pioneer Home staff, residents and resident family members regarding maintenance issues through phone, email, and face to face. (daily)

Outside Contractors - Provide information and support (1-2 times per month)

Outside Suppliers - Obtain needed supplies (3-4 times per week)

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 consequences of error may result in worker`s compensation injury, delay in new and upcoming projects to complete in a timely manner.

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

Ability to read, write and communicate effectively.

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).

Must possess a valid Alaska Drivers License. Must be able to pass a criminal background check including fingerprints.

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		P		
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling			O	
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		P		
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				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			O	
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			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
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				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			O	
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		P		
Work/live in remote field sites	N			
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)			O	
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			O	
Work/travel in boat/small aircraft/helicopters	N			

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	N			
Exposure to insect bites or stings			O	
Exposure to aggressive/angry people in a public protection 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.

Must be able to handle a heavy workload with the ability to multi-task.