

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

DIVISION: <b>Facilities Services</b>		PCN: <b>05-6004</b> (Position Description Attached)	
JOB CLASS/TITLE: <b>Maintenance Generalist - Journey</b>		WHEN POSITION IS NEEDED: <b>ASAP</b>	
FLEXIBLY STAFFED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO			
WAGE GRADE: <b>54</b>		DUTY STATION: <b>SITKA</b>	
<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

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO <input type="checkbox"/> At time of hire / <input type="checkbox"/> Within 90-days of hire *Valid AK DL TYPE OF CDL: ENDORSEMENTS:  FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: <b>8-4:30</b>  TRAVEL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
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PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: <b>Criminal</b>  DRUG/ALCOHOL TESTING: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: <b>*Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>
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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 type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form <input checked="" type="checkbox"/> Criminal Convictions: Must provide a copy of the judgement from the Court for <u>any</u> Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN* clearance, must provide judgement for <u>all</u> convictions regardless of date. <input checked="" type="checkbox"/> Copy of certifications and licenses <input type="checkbox"/> Other:
<i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>

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## 2. Duties

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

This position maintains, diagnoses, and repairs mechanical systems, electrical systems and professional painting for 12 buildings at Mt. Edgecumbe High School. The position assists in plumbing areas, particularly as a part of the mechanical systems.

### 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: Paint Systems		
E/M	% of Time	Duty Statement
E	40 %	The incumbent utilizes manufacturers recommendations to perform painting tasks using latex, oil-based, and marine grade epoxy paints depending on application and environment. The incumbent ensures proper bonding of protective coatings.

Functional Area Title: Mechanical		
E/M	% of Time	Duty Statement
E	20 %	The incumbent maintains complex mechanical systems, including plumbing related systems. He or she will research and report on potential cost saving methods to increase the fuel efficiency of the campus through upgrades to existing mechanical controls. The incumbent also uses computer applications in the course of the work and assesses/diagnoses heating and air handling through the Siemens Apogee system.

Functional Area Title: Drywall Systems		
E/M	% of Time	Duty Statement
E	20 %	The incumbent is responsible for completing extensive drywall repairs to include drywall replacement, patching, mudding, taping, and sanding.

Functional Area Title: Carpentry		
E/M	% of Time	Duty Statement
M	10 %	The incumbent will assist in carpentry projects and maintains student rooms with minor repairs in lockers, doors, cabinets, and windows.

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

M	10 %	The incumbent will assist with grounds keeping tasks such as plowing or shoveling snow, lawn mowing, brush or tree pruning, and other landscaping duties.
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**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.).**

Daily uses network computer, typical computer applications, email, SchoolDude maintenance work order system, and internet research (for parts and ordering). The Siemens Apogee system will be used for DDC monitoring.

**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.).**

Uses miscellaneous hand and power tools, electrical diagnostic equipment, network computer, snowplow, lifts, backhoe, tractor, power lawn mower and edge trimmer, cleaning equipment or other related machinery/vehicles. Daily usage of paint and drywall related equipment as well as common plumbing tools.

**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.).**

The incumbent may utilize the National Plumbing Code, trade manuals and practices, standard operating procedure manuals, Environmental Protection Agency codes, Department of Environmental Conservation codes, Life safety code, Uniform Building Code, National Electrical Code.

These guides and references are used frequently as the assigned tasks dictate.

**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.**

Once assigned a specific job, the incumbent generally carries out work unsupervised. The incumbent is responsible for preparation and completion of job and all materials used.

**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 frequently communicates with dorm staff, teaching staff, administration staff, coworkers, and students. This contact is necessary to complete facilities maintenance related tasks.

**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?**

This position insures the safety and well being of nearly 500 students and staff. It also insures that students and staff are comfortable so that they can focus on learning. An error could preclude the use of a classroom due to mechanical or plumbing issues, require closure of a student activity such as the gym, or potentially cause physical injury to a student or staff member.

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

At this position he/she will only need to be able to e-mail, fill out timesheet, and operate School Dude to retrieve work requests, time, and materials.

**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 Drivers 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			O	
Squatting or kneeling			O	
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			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)			O	
Fine manipulation with fingers			O	
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			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			O	
Balancing on narrow surfaces			O	
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		P		
Seeing objects peripherally		P		
Using depth perception			O	
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			O	
Distinguishing odors by smell	N			
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		P		
Work in confined areas (under desks, in heating vents, etc.)				F
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)				F
Work at heights over 25 feet (e.g., towers, poles)			O	
Work in urban or highway traffic (other than driving)		P		
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			<b>O</b>	
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	<b>N</b>			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)		<b>P</b>		
Exposure to needles or sharp implements (e.g., hospital, kitchens)		<b>P</b>		
Use of hot equipment (e.g., kitchen ovens, lab equipment)			<b>O</b>	
Exposure to wild/dangerous animals	<b>N</b>			
Exposure to insect bites or stings			<b>O</b>	
Exposure to aggressive/angry people in a public protection environment	<b>N</b>			

#### 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.**