

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

DIVISION: <b>DOT&amp;PF/State Equipment Fleet</b>		PCN: <b>25-1884</b> <b>(Position Description Attached)</b>	
JOB CLASS/TITLE: <b>Mechanic-Automotive-Sub Journey</b>		WHEN POSITION IS NEEDED: <b>ASAP</b>	
WAGE GRADE: <b>56</b> <b>\$ 24.65 +DOE (steps)</b> <b>Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>		DUTY STATION: <b>Bethel, AK</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	WORK SCHEDULE:  TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO (see PD for additional info)
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PRE-EMPLOYMENT BACKGROUND CHECK: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS:  <i>Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.</i>
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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 checked="" 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>	

CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3  FAX NUMBER: 907-279-7171  EMAIL ADDRESS: tracy@local71.com
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# STATE OF ALASKA

Position Description

**Class Title:**  
 Mechanic - Automotive -  
 Sub-Journey

**Position Control  
 Number (PCN): 251884**

**Recruitment Type:** Normal

1. Position Control Information						
<b>Class Title:</b>	Mechanic - Automotive - Sub-Journey		<b>Title Code:</b>	PL0211	<b>Grade:</b>	56
			<b>Salary Schedule:</b>	2II		
<b>Bargaining Unit:</b>	Labor, Trade, and Crafts Unit		<b>Bargaining Unit Code:</b>	LL		
<b>Department:</b>	Transportation & Public Facilities		<b>Department Number:</b>	25		
<b>Division:</b>	State Equipment Fleet					
<b>Region/Section/Unit:</b>	Central District					
<b>Location:</b>	Bethel		<b>Location Code:</b>	DKA		
<b>Time Class:</b>	Full Time/OMB Authorized	<b>Seasonal Code:</b>	FR - Full time regular	<b>Time Class Code:</b>	FACL	
<b>FLSA Exempt:</b>	No		<b>Strike Class:</b>	3		
<b>Position requires the incumbent to possess a Commercial Driver's License (CDL), to maintain registration with the federal CDL Drug &amp; Alcohol Testing Clearinghouse, and to provide consent to the Employer to review driver information in accordance with 49 CFR 382:</b>						No
<b>Position requires possession of, or access to, firearms or ammunition:</b>						No

## 2. Duties

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

To assist journey level mechanic in routine maintenance and repair of light duty equipment assigned to various executive branch agencies 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: Vehicle Maintenance and Repair		
E/M	% of Time	Duty Statement
E	90 %	<p>Incumbent provides assistance to journey level mechanic in routine and non-specialized maintenance and repair of vehicles and equipment. These tasks do not require the skill levels or knowledge of a journey level position and may include:</p> <ul style="list-style-type: none"> <li>• Changing oil</li> <li>• Cleaning parts and steam cleaning equipment</li> <li>• Tire repair and replacement on the vehicle</li> <li>• Transporting light duty vehicles</li> <li>• Stocking parts shelves</li> <li>• Stocking parts shelves</li> <li>• Maintain and repair shop tools and equipment</li> <li>• Use lubricant equipment</li> <li>• Use lubricant equipment</li> <li>• Use digital and computerized equipment for basic diagnostic work</li> <li>• Cleaning the shop and insuring a safe work environment</li> </ul> <p>Under the supervision of a journey level mechanic, would assist in more technical repair and diagnostics on equipment.</p>

Functional Area Title: Administrative		
E/M	% of Time	Duty Statement
M	7 %	<p>Incumbent will assist in maintaining the shop work orders, including paper and electronic copies. Track all tasks and parts used on projects through the work order system.</p> <p>Ability to accurately track labor time and parts is paramount.</p>

Functional Area Title: Travel		
E/M	% of Time	Duty Statement
M	3 %	<p>Travel as required to remote locations both on short- and long-term assignments with the journey level mechanic.</p>

### 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.).**

PC Computer - daily to access Microsoft Outlook and Equipment Management System (EMS).

EMS - bi-weekly, top open work orders, to check preventive maintenance schedules for equipment, and check equipment status.

Microsoft Outlook - daily to check email correspondence from supervisor and fleet management.

Laptop computer - perform diagnostic evaluation of heavy-duty and light-duty equipment as necessary.

MS Excel - 2 times per month (timesheet)

**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.).**

Daily, utilize computerized diagnostic equipment, general shop equipment and hand tools, precision measuring tools in the maintenance and repair of vehicles and equipment.

Daily, operate light duty vehicles and equipment to and from the shop for test driving and diagnostic purposes

Must have general knowledge of PC`s and office tools to conduct day-to-day business in a shop location.

**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 Statues

SEF Policies and Procedures

SEF Mechanic`s Guide

Service and Parts manuals from various vendors, both in paper and electronic formats

OSHA rules

Union contract

State and Federal regulations regarding commercial vehicles

ADOT&PF Safety Manual and Maters Safety Data Sheets

**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.**

Independently perform those tasks such as diagnosis and repair of vehicle problems or regularly scheduled maintenance, order parts, parts stocking, and shop clean up.

**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.**

Supervisor and co-workers to discuss priorities, diagnosis of problems or solutions to vehicle repair and maintenance. - Daily, in person.

Lead mechanic: regarding scheduled maintenance and course of action.

Customers to discuss problems and symptoms with vehicles, also discuss diagnosis and corrective measures taken to fix vehicles. - Daily, in person or via telephone.

Administrative staff regarding work orders, timesheets, and other personnel related items. - Weekly, in person or via telephone.

**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?**

If the mechanic should not repair the vehicle to OEM or state standards, this could place the operator and/or public in harms way.

Not correctly diagnosing equipment problem could result in delayed repairs or the purchase of unnecessary parts for installation on the vehicle/equipment.

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

Incumbent shall possess effective writing skills including grammar and spelling. Demonstrate consistency and accuracy in the work product and the ability to independently follow through and complete assigned tasks. Clear and professional communication and human relation skills are vital.

Skill in maintaining a clean and safe work and tool area and use the standard shop tools and procedures.

**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 driver`s license is required.

Steel toed boots or other approved personal protection equipment to avoid smashed toes from dropped or fallen objects.

## 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	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			O	
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)				F
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				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				F
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors			O	
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			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)			O	
Exposure to dust, chemicals, or fumes				F
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)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)			O	
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts				F
Work on and off moving equipment				F
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels				<b>F</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>N</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>P</b>		
Exposure to wild/dangerous animals	<b>N</b>			
Exposure to insect bites or stings	<b>N</b>			
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	<b>N</b>			
Exposure to aggressive/angry people in the work 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.

Work in a shop environment and outside in all weather conditions. Temperatures can fluctuate between -50 and +90 degrees. Must be able to manipulate tools in confined spaces. Ability to use precision measuring devices. Ability to retrieve information from computer programs. Ability to ensure computer calibrations are adjusted properly. Ability to think and reason logically and recommend alternative solutions to problems encountered. Work under defined deadlines and in an efficient manner. Ensure adequacy of resources, equipment and tools available to do the work. Work and communicate effectively in a team environment.



## 5. Supervisory Authority

This page must be completed if PCN **251884** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **251884** supervises or leads. Record **251884**'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 **251884** 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 251884 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN <b>251884</b>	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									