

**Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL**

DEPARTMENT/DIVISION: Corrections/Institutions/PALMER Correctional Center	PCN: 20-5781
JOB CLASS/TITLE: Maint Spec Journey I:	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 53	PAY WAGE: \$24.07+DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CITY LOCATION: Sutton, Ak	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Criminal Background Check	COMMENTS:

JOB DESCRIPTION:

Under the general direction of the Maintenance Foreman, this position is responsible for maintaining and repairing the infrastructure of the Palmer Correctional Center (PCC). Incumbent must have the ability to complete all of the assigned duties, functions and tasks independently and with minimal supervision.

To protect the State's interest, liabilities, and obligations for the safety and comfort of the building occupants and the public.

Looking for someone with extensive experience with HVAC systems.
Maintenance Specialist:

Troubleshoots and repairs complex heating, ventilating, and air conditioning systems. Performs repairs and tune-ups of burners for boilers and furnaces. Performs preventative maintenance on HVAC systems. Uses DDC control systems to optimize building efficiency and comfort.

Other duties as assigned.

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.

Under the general direction of the Maintenance Foreman, this position is responsible for maintaining and repairing the infrastructure of the Palmer Correctional Center (PCC). Incumbent must have the ability to complete all of the assigned duties, functions and tasks independently and with minimal supervision.

To protect the State's interest, liabilities, and obligations for the safety and comfort of the building occupants and the public.

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: Maintenance Specialist		
E/M	% of Time	Duty Statement
E	90 %	Troubleshoots and repairs complex heating, ventilating, and air conditioning systems. Performs repairs and tune-ups of burners for boilers and furnaces. Performs preventative maintenance on HVAC systems. Uses DDC control systems to optimize building efficiency and comfort.

Functional Area Title: Maintenance Specialist		
E/M	% of Time	Duty Statement
E	10 %	Other building maintenance duties as assigned.

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.).

Desktop PC with MS Office Suite (Word, Excel, Access, Outlook, Internet Explorer) - 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.).

This position utilizes the following tools: All types of portable and stationary power & hand tools, arc and acetylene welding equipment, brazing and cutting tools, computers, electrical test equipment, refrigeration gages, pneumatic simulators, various monitors and recorders, pneumatic tools, various hoists, chains and rigging associated with heavy lifting, scaffolding and ladders, man-lifts, assorted jacks, gear pullers, various pumps, measuring tapes, compasses, squares, levels, laser levels, and all types of pipe threading equipment.

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.).

All Federal, State, City and Municipal Building and Utility Codes. Uniform Plumbing Code, Uniform Mechanical Code, NFPA standards, Uniform Building Code.

Alaska State Statutes, Alaska Administrative Manual, Procurement Regulations, Contract Award Manual, Department of Corrections Policies and Procedures, Alaska Administrative Code, Collective Bargaining Agreements, Personnel Policies and Procedures, American with Disabilities Act, FMLA and AFLA regulations.

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.

Work requires the ability to independently interpret and apply codes and engineering standards. Trouble shoot entire building systems, determine the best course of action, and present the findings to the supervisor for review. Develop specifications for the purchase of materials and/or contracted repairs or proceed with the required work. Act as lead for a crew of maintenance workers working together on a project. Work in remote locations without the immediate availability of supervision and must make judgment calls on the best course of action to take.

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 employees and prisoners at the PCC. Telephone contact with vendors weekly/bi weekly

basis.

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?

Job duties require working around large pieces of machinery with moving parts and hazardous materials while working with unskilled prison workers. Potential for injury is high.

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

Written and oral communications are essential to performing the job. Ability to interpret complex blueprints, ladder diagrams, schematics, specifications, and control logic are essential. The understanding and use of computers and complicated computer programs is essential.

Required to have considerable knowledge of building codes; OSHA safety requirements; state and federal environmental protection requirements, state contracting requirements.

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).

Universal Refrigeration certificate.

Pressure Vessel License Level 3.

Valid Driver's 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	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling	N			
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		P		
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)			O	
Fine manipulation with fingers		P		
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		P		
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			O	
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g. typed print)			O	
Distinguishing colors			O	
Hearing conversations or sounds			O	
Hearing via radio or telephone			O	
Communicating through speech				F
Communicating by writing/reading			O	
Distinguishing odors by smell		P		
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			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)		P		
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			O	
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels				F
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		P		
Exposure to aggressive/angry people in a public protection environment			O	

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.

5. Supervisory Authority

This page must be completed if PCN **205781** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **205781** supervises or leads. Record **205781**'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 **205781** 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 205781's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 205781	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									