



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

DEPARTMENT/DIVISION: DHSS/DJJ	PCN: 06-4965
JOB CLASS/TITLE: <b>Maintenance Specialist, Electronics, Journey I</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: 53	PAY WAGE: \$ 23.60 + DOE (steps)
CITY LOCATION: Anchorage	
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: Fingerprinting/APSIN	COMMENTS: Position is located at McLaughlin Youth Center in Anchorage Alaska. Understanding and willingness to work or interact with high risk juvenile residents in the institution and/or assigned to work experience in the MYC Maintenance Unit. In the latter, the incumbent trains/instructs, assigns work, sets task priorities, checks quality of work and evaluates performance of juvenile residents.

**JOB DESCRIPTION:**

In observance of strict safety and security requirements, independently perform installation/replacement, maintenance and repair of buildings and building systems in large secure residential institutional setting at McLaughlin Youth Center (MYC), specializing in electronics and utilizing skill in electronics, mechanical, plumbing, electrical, carpentry, etc., for boilers/furnaces, heating, ventilation and air conditioning systems and controls, pneumatic controls and systems (HVAC and DDC), computer systems, networks and related devices, exterior and interior structures, systems, facilities and related fixtures and utilities, power generation systems and physical plant, and sprinkler, alarm and security systems, etc. This position also supports Mat-Su Youth Facility (MSYF) and Kenai Peninsula Youth Facility (KPYF) in the areas of assigned expertise sometimes remotely and sometimes through travel to those locations.

SPECIAL REQUIREMENTS

It is required that the incumbent:

- Maintains a valid Alaska driver’s license, and work on-call rotation for immediate recall to provide 24-hour 7-days/week maintenance coverage to the facility.
- Possesses and maintains Type 1 Certification for small appliances required by the Environmental Protection Agency.
- Possesses and maintains Boiler Operator Certificate of Fitness: 4<sup>th</sup> Class required by 8 AAC 80.130, Requirements for Boiler Operator License.
- Essential physical requirements of the position include the ability to work outside, stand for extended periods of time, work at heights, lift/carry more than 50 pounds, grasp with hands, and reach and twist. Must have basic computer skills.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Personal computer, two way radio and base stations, and instruments (micrometers, multimeters, flow meters). Light duty pick-up, vans, sedans, mowers, plows, tractors, hand tools, and various power tools.

Additional Info

The McLaughlin Youth Center is seeking a Full Time, Maintenance Specialist, Electronics, Journey I, WG 53.

- Workplace Alaska Application  
<http://doa.alaska.gov/dop/fileadmin/StatewideHR/pdf/WPAApplication.pdf>
- Type 1 Certification for small appliances required by Environmental Protection Agency
- Boiler Operator Certificate of Fitness: 4<sup>th</sup> Class required by 8 AAC 80.130, Requirements for Boiler Operator License
- The names and phone numbers of three professional references
- Any performance evaluations they may have

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.

In observance of strict safety and security requirements, independently perform installation/replacement, maintenance and repair of buildings and building systems in large secure residential institutional setting at McLaughlin Youth Center (MYC), specializing in electronics and utilizing skill in electronics, mechanical, plumbing, electrical, carpentry, etc., for boilers/furnaces, heating, ventilation and air conditioning systems and controls, pneumatic controls and systems (HVAC and DDC), computer systems, networks and related devices, exterior and interior structures, systems, facilities and related fixtures and utilities, power generation systems and physical plant, and sprinkler, alarm and security systems, etc. This position also supports Mat-Su Youth Facility (MSYF) and Kenai Peninsula Youth Facility (KPYF) in the areas of assigned expertise sometimes remotely and sometimes through travel to those locations.

### 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: HVAC/Controls		
E/M	% of Time	Duty Statement
E	35 %	Install/replace, repair, adjust and maintain HVAC, refrigeration and boiler systems and components including direct digital controls, hot water and steam boilers, hot water heaters, circulating pumps, compensate pumps, sump pumps, heat exchangers, electric and pneumatic modulators and valves and all other steam and hot water related equipment including compressors and pneumatic controls.

Functional Area Title: Electronics/Electrical		
E/M	% of Time	Duty Statement
E	30 %	<p>Install/replace, repair and maintain electrical panel boxes, single and three phase electrical circuits.</p> <p>Install/replace, repair and maintain security systems and institutional locks including but not limited to closed circuit television systems, electronic key control systems, etc. Repair, rebuild and overhaul various locks.</p> <p>Remove/replace, diagnose, repair and maintain 24, 120 and 208 volt circuits.</p> <p>Install, repair and maintain computer systems, networks and related devices.</p>

Functional Area Title: Mechanical		
E/M	% of Time	Duty Statement
E	20 %	Repair, diagnose, replace and maintain motors, grills, refrigerators, freezers, ovens, ranges, garbage disposals, toasters, washing machines, dryers, compressors and many other pieces of equipment including residential and commercial appliances.

Functional Area Title: Plumbing		
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E/M	% of Time	Duty Statement
E	10 %	Install/replace, repair and maintain various plumbing systems and components including but not limited to cutting and threading iron pipe and soldering brass and copper pipe and tubing. Repair, rebuild and/or replace valves and faucets. Repair leaks. Unplug both small and massive waste stoppages.

<b>Functional Area Title:</b> Miscellaneous		
E/M	% of Time	Duty Statement
M	5 %	<p>On a rotating basis, each MYC Maintenance Unit worker is on-call for one week for all hours outside of normal working hours to accomplish emergency repairs at MYC and MSYF affecting life and building/building systems safety concerns. In this function, assess priority of on-call maintenance requests, i.e., those that require immediate response and those that can be postponed until normal working hours.</p> <p>Understanding and willingness to work or interact with high risk juvenile residents in the institution and/or assigned to work experience in the MYC Maintenance Unit. In the latter, the incumbent trains/instructs, assigns work, sets task priorities, checks quality of work and evaluates performance and recommends discipline and discharge of juvenile residents.</p> <p>Read and understand blueprints and plans. Design and order materials accurately. Build, rebuild and additions to and subtractions from existing structures including but not limited to patching concrete, wood and metal frame walls, floors and ceilings. Frame walls, floors and ceilings. Hang and maintain doors. Do finish and trim carpentry. Install and patch carpet. Install cove base. Lay out and install vinyl and ceramic tile. Install windows. Build cabinets. Lay out and install drop ceilings.</p> <p>Rebuild and repair furniture and other residential and institutional equipment.</p> <p>Rebuild, repair and maintain two and four-cycle gasoline engines.</p> <p>Remove snow with shovel, snow plow and snow blower.</p> <p>Operate, repair and maintain all shop equipment including but not limited to table saw, radial arm saw, band saw (metal and wood), jigsaw, skill saw, planer, jointer, router, rotary hammer, drill, wood lathe, power miter, ram set, etc.</p> <p>Repair, patch and maintain roofs with asphalt shingles, fiberglass and asphalt cold patch.</p> <p>Repair and paint walls, doors and trim using latex, alkyd enamel, epoxy and polyurethane paints and primers.</p> <p>Operate facility equipment including 3/4 ton truck, snow plow, power lawn mowers, farm tractor, back hoe, overhead loader, brush hog, post hole digger, etc.</p> <p>Weld, cut and fabricate metal with both gas and arc systems.</p> <p>Refinish desks, wardrobes, beds, counter tops and kitchen cabinets with Formica, wood trim and varnish.</p> <p>Set forms, mix, pour and finish concrete.</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.).**

Personal computer, digital video recorder, camera/monitor and printer hardware are used with software Johnson Control Metysis, Keywatcher Keypro, GE Security Wave Reader and Maximo daily and Web Control direct digital control by Automated Logic 2-3 times per week.

**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.).**

Equipment and materials used daily to perform the duties described include but are not limited to two-way radio, shaper, disc grinder, Sawzall, dremel motors, molding heads, bench grinder, garden tractor, line tracer, drill press, OHM meter, jointer, conduit bender, weed trimmer, volt meter, jigsaw, propane torch, disc sander, amp meter, acetylene torch, hole auger, hand tools, gear puller, soldering pencil, ram set, router, micrometer, 4x4 pickup truck, paint sprayer, snow blower, glue gun, airless paint sprayer, concrete saw, pipe threader, carpet stretcher, scroll saw, snow plow, drain snake, skill saw, rivet gun, respirators, back hoe, arc welder, farm tractor, light meter, table saw, soldering gun, saber saw, wood lathe, radial arm saw, vibrator sander, power planer, drill motor, bench buffer, power lawn mower, power miter box, pipe cutter, belt sander, rotary hammer, caliper, kick bender, carpet cleaner, vacuum, floor buffer, etc.

**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.).**

Guides and references used 1-2 times per month to perform the duties described include but are not limited to schematics, maintenance manuals, blueprints, parts books, rebuild manuals, procedure manuals, overhaul manuals, repair manuals, trade practices, O&M manuals, I building code, OSHA rules, Performance-based Standards, uniform plumbing code, national electric code, etc.

**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.**

On normal maintenance activities, the level of authority and independence the incumbent of the position exercises includes deciding what should be done, what parts to order, how far to take a project before seeking additional guidance and/or resources and what standards apply. Methods and means of performing tasks are usually left to the judgment of the incumbent with supervisory assistance available if needed.

**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.**

Contact with employee customers daily. Contacts usually made in person, over the phone and/or radio. Contacts typically involve maintenance requests for repairs and projects.

Contact with vendors 2 to 3 times per week. Contacts usually made in person and over the phone. Contacts typically involve advice, tools, parts and/or supplies on maintenance requests for repairs and projects.

Contact with juvenile residents/clients daily. Contacts are in person and involve both casual contact occurring from incumbent working in residential environment to supervisory and training responsibility for residents assigned to maintenance work experience programs.

**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 consequence of error made by a prudent employee in the performance of the essential functions assigned to the position is high potentially impacting the life safety of the incumbent, all juvenile residents/clients and all other employees as well as agency operations and programs. For one example, the incumbent must quickly recognize and appropriately respond to dangerous situations or emergencies involving building or building systems failures or malfunctions in order to protect them self and others from injury and possibly death as well as state owned property from damage and possibly destruction.

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

Skill to interpret drawings, blueprints, specifications and schematics is required to diagnose plumbing, heating, ventilation, electrical, fire detection/suppression systems, etc., in order to locate and resolve sources of malfunction and failure. Skill to infer likely location and cause of building and building systems malfunctions and failures based in multiple skilled trades experience is required to maintain functional physical plant for a large complex secure residential institution. Knowledge of and adherence to agency safety, security and confidentiality policies, procedures and practices is essential for the incumbent of this position.

**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 License to operate state-owned vehicles on public roads required by 2 AAC 90.420, Application for Driver's License.

Type 1 Certification for small appliances required by Environmental Protection Agency.

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Boiler Operator Certificate of Fitness: 4th Class required by 8 AAC 80.130, Requirements for Boiler Operator 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				F
Squatting or kneeling				F
Crawling				F
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				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				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
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		P		
Seeing objects at a distance				F
Seeing objects peripherally		P		
Using depth perception				F
Seeing close work (e.g., typed print)				F
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				F
Distinguishing tastes			O	

#### 4.2 Work Environment

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



Exposure to high noise levels				<b>F</b>
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)				<b>F</b>
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)				<b>F</b>
Exposure to needles or sharp implements (e.g., hospital, kitchens)				<b>F</b>
Use of hot equipment (e.g., kitchen ovens, lab equipment)				<b>F</b>
Exposure to wild/dangerous animals		<b>P</b>		
Exposure to insect bites or stings				<b>F</b>
Exposure to aggressive/angry people in a public protection environment		<b>P</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.

Incumbent must have awareness and be observant of unique safety, security and confidentiality requirements of a 24-hour juvenile correctional facility. In particular this position utilizes tools, equipment and supplies that could pose extreme hazard to life and security if they were to fall into the wrong hands. Constant monitoring and security of tools, equipment, supplies and constant care and caution when working with and around juvenile residents is required.

## 5. Supervisory Authority

This page must be completed if PCN **064965** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **064965** supervises or leads. Record **064965**'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 **064965** 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 064965's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN <b>064965</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									