

# STATE OF ALASKA

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

DEPARTMENT: <b>25</b> DIVISION: <b>Facility Services</b>		PCN: <b>25-1190</b> (Position Description Attached)	
JOB CLASS/TITLE: <b>Maintenance Generalist Sub-Journey II</b>		WHEN POSITION IS NEEDED: <b>ASAP</b>	
<b>PAY WAGE:\$20.44+DOE (steps)</b> <b>Benefits include: Medical, Dental, Vision,Retirement, Paid Leave and Holidays.</b>		DUTY STATION: <b>Anchorage</b>	
CONTACT: <b>Tracy Smith</b>		<b>PHONE NUMBER: 907-276-7211 Ext 3</b>  <b>FAX NUMBER:907-279-7171</b>  <b>EMAIL ADDRESS: tracy@local71.com</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
<b>WORK SCHEDULE: Mon – Fri 0730-1600</b>  TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO <b>Travel to Rural Alaska is required of this position.</b>			
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO		COMMENTS/SPECIAL REQUIREMENTS: <b>Must have an Alaska Driver's license and be able to successfully pass a background check.</b>	
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>			

## 2. Duties

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

Performs routine, non-specialized, maintenance and repair of facility systems and their components on Central Region DOT&PF Facilities.

### 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: Facility Maintenance		
E/M	% of Time	Duty Statement
E	20 %	Assists in the maintenance and repair of oil and gas fired boilers; furnaces; unit heaters; and their components. Performs preventative maintenance by adjusting combustion efficiency, replacing filters, bleeding lines, and replacing nozzles.
E	20 %	Assists in the installation, maintenance, and repair of exterior and interior structural components to include but not limited to foundations, roofs, siding, windows, doors, wood and metal framing, sheathing, insulation, vapor barriers, and other structural components.
E	20 %	Assists in the maintenance, trouble shooting, and repair of mechanical systems and their components such as ventilation systems, CO detection systems, supply and return air fans, VAV boxes, ductwork, belts, bearings, pulleys, shafts, controllers, and motors. Performs preventative maintenance by changing belts, filters, and lubricating components.
E	10 %	Assists in the installation, maintenance, and repair of overhead and bi-fold doors and their components. Assists in the replacement of doors, panels, tracks, hinges, pulleys, clutches, cables, springs, and operators. Installs safety edges, sets limits, and lubricates components.
E	20 %	Performs rough and finish carpentry. Works from construction drawings. Assists in the layout and constructs partition and loadbearing walls. Hangs sheet rock, tapes, applies joint compound, and paints. Assists in the repair or replacement of various floor coverings such as vinyl or ceramic tile, linoleum, and carpet. Assists in the installation of doors, windows, and associated hardware. Constructs concrete forms. Assists in the mixing and placing of concrete for footings and foundations. Assists in setting concrete blocks and tooling joints.
M	10 %	Undertakes basic work projects such as digging trenches, demolition of walls, and removal of debris. Performs basic grounds maintenance such as lawn mowing, weed wacking, landscaping, and brush control. Performs other labor tasks 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.).**

Maximo Maintenance Management Systems - 4 to 5 times per week for work order input for time and materials.

Internet - Vendor information 2 to 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.).**

Hand Tools: Hammers, screwdrivers, wrenches, sockets, shovels, pry bars, saws, and measuring devices

Power Tools: Drills, saws, grinders, sanders, sewer snakes, planers, paint sprayers, and welders

Test Equipment: Volt/Amp meters, CO and CC testers, draft gauges, smoke detectors, thermometers, pump test kits

Gas Fired Equipment: Snow Blowers, cut off saws, portable generators, pumps, lawn mowers, weed wackers,

Vehicles: Pickup trucks, vans, fork lifts, man lifts

**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.).**

American with Disabilities Act, OSHA, EPA Regulations, DEC Regulations, Uniform Building Code, Uniform Plumbing Code, National Electric Code, International Building Code, National Fire Protection Agency, State and Municipal Codes, Policy and Procedure Manual, and the Labor Contract.

The guides are used daily in the performance of the duties associated with the maintenance position. All work performed must be in strict compliance with all Federal, State, and Municipal codes and 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.**

Determine what actions, tools, and materials are needed to make the necessary repairs to facilities

Procure materials and supplies needed to perform maintenance and repair tasks

Input time and material information into the work order data base

**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 will have direct contact with a variety of customers. Contact will be made to periodically discuss what work was accomplished, how the work is to be accomplished, when the work will be accomplished and expected completion dates.

**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?**

Errors in performance could cause significant harm to individuals, equipment, and operations. Faulty work could cause collapse of building structural components seriously injuring or killing nearby individuals. Faulty work could also render systems (heating, ventilation, sanitation, electrical, etc.) inoperable causing the closure of a facility or its operation. Other potentially life threatening events could come from improperly handling asbestos, lead or other hazardous chemicals.

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

Ability to read and write English

Ability to think and act independently to maintain, install, troubleshoot, and repair facilities

Ability to follow instructions

**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).**

Position will require a current Alaska Drivers License

Position will require the Incumbent to be capable of wearing a respirator

Position will require travel in small aircraft to remote locations

Position will require the incumbent to work from elevated platforms (personnel lifts) up to 40'

Position will require the incumbent to work from ladders, scaffolds, and on roofs

Position will require the incumbent to lift heavy objects some in excess of 50 lbs

## 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	N			
Jumping	N			
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			O	
Climbing stairs			O	
Driving cars, light duty trucks			O	
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			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			O	
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g., typed print)			O	
Distinguishing colors			O	
Hearing conversations or sounds				F
Hearing via radio or telephone			O	
Communicating through speech				F
Communicating by writing/reading			O	
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			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			O	
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		<b>P</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>N</b>			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	<b>N</b>			
Exposure to wild/dangerous animals		<b>P</b>		
Exposure to insect bites or stings		<b>P</b>		
Exposure to aggressive/angry people in a public protection environment	<b>N</b>			

#### 4.3 Other Work Demands

Title	Rating			
	<b>N</b>	<b>P</b>	<b>O</b>	<b>F</b>
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 **251190** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **251190** supervises or leads. Record **251190** '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 **251190** 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 251190 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN <b>251190</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									