

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

DEPARTMENT/DIVISION: Corrections / Institutions	PCN: 204342
JOB CLASS/TITLE: Maintenance Generalist - Lead	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 53	PAY WAGE: \$ 28.15+DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CITY LOCATION: Bethel	PHYSICAL ADDRESS: Yukon Kuskokwim Correctional Center
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	COMMENTS:

JOB DESCRIPTION:

This position will perform preventative and non-preventative maintenance also repairs on all buildings, plumbing, alarm systems, electrical/electronic systems and leading an inmate work crew. Will assist in providing a secure, safe and fully functional facility for staff and inmates.

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.

This position will perform preventative and non-preventative maintenance also repairs on all buildings, plumbing, alarm systems, electrical/electronic systems and leading an inmate work crew. Will assist in providing a secure, safe and fully functional facility for staff and inmates.

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		
E/M	% of Time	Duty Statement
E	30 %	<p>The position ensures a safe work environment by a daily inspection of the entire building facility, physical plant, and the work area, both inside and out.</p> <p>Anticipates and plans for regular maintenance by ordering needed material ahead of time following the State of Alaska Procurement Code and Department of Corrections Purchasing Regulations and preventive maintenance. Performs skilled work in surface preparation, finishing and painting of interior and exterior surfaces. Uses methods, techniques, devices and material that are best suited to the surface, for the required finish. Performs skilled work in the repair, maintenance and installation of doors/frames, windows/frames, floor coverings and ceiling systems and their associated components.</p> <p>Performs skilled work in the repair, maintenance and installation of security fences, gates, (both electrical and manually operated) and their latches. Performs woodworking techniques and advanced shop mathematics to build cabinets and furnishing. Performs carpentry to build total structures or specialized part of a structure. Constructs, alters, renovates and repairs buildings, sheds, scaffolds, partitions, forms and other structures from blueprints, plans or sketches. Repair cracked or broken tiles, wallboard or other finishes.</p> <p>Plans for small construction projects, uses creative thinking to solve and anticipate problems, prepares cost, material and manpower estimates. Oversees projects to completion, collaborating with necessary staff and/or outside contractors and monitoring progress to assure completion.</p> <p>Directs contractors and leads inmate work crews. Assigns, monitors, trains and evaluates all inmates placed on the yard crew. Ensures adherence to inmate work schedules, quality standards, safety and security rules.</p>

Functional Area Title: Plumbing Maintenance		
E/M	% of Time	Duty Statement
E	30 %	<p>Performs plumbing maintenance and repairs. Such as repair or replacement of sinks, toilets, faucets, mixing valves and the repair of potable water and sanitary sewer piping systems. Properly select and perform work at a professional level with steel, stainless steel, copper, brass, cast iron pipe and composite piping material as appropriate for the medium to be contained. Perform skilled work in the operation, maintenance and repair of steam and hot water boilers such blow-downs, safety control operational testing and adjustment and component replacement. Perform skilled work installing, maintaining and repairing complete</p>

burner assemblies, troubleshooting combustion and flame safety controls to provide maximum fuel economy and meet EPA Clean Air standards. Perform skilled work installing, maintaining and repairing complete HVAC systems, physical plant preventive maintenance such as pump and compressor lubrication and changing air filters and belts. Repair system components such as pumps, motors, valves, etc. Perform complete diagnostics, repair and preventive maintenance on Kitchen and Laundry equipment. Basic Fire Suppression maintenance such as replacement of damaged fittings, valve sprinkler heads, etc.

Functional Area Title: Electrical Maintenance

E/M	% of Time	Duty Statement
E	15 %	<p>Perform fundamental electrical maintenance and repairs such as repair or replacement of light switches, power receptacles, light fixtures and related components while using lockout/tag-out procedures. Perform preventive maintenance on all electrical Kitchen and Laundry equipment to include complete diagnostics and repair. Basic Fire Alarm maintenance such as detector head cleaning replacement. Basic Security Systems maintenance such as operational test and adjustments, printer paper replacement/ribbon replacement and time/date program changes. Responsible for testing, servicing and minor repairs of generator and switch gear: change oil filter, operate routinely and keep in good operating order for emergency use.</p> <p>Perform electrical maintenance and repairs on gate and door operators and locking devices. Properly diagnose and repair door control circuits and components. Install, repair and maintain all types, styles of commercial and security grade mechanical locking devices in all types and styles of doors, door frames and gates. Disassemble/repair or order as necessary heavy duty Foldger Adams security locks both mechanical and electrical.</p> <p>Performs and/or oversees maintenance on the electric door panel in the Master Control Room Maintain closed circuit television security surveillance cameras and monitors. Repair electrical components or replace equipment. Install new cameras, lenses and monitors as required by security.</p> <p>Prepares and maintain, records and correspondence & reports on a daily and monthly basis.</p> <p>Provide assistance to operations and security staff in dealing with inmates and augmenting institutional safety and security. Assist Administrative staff in providing service to the Institution.</p>

Functional Area Title: Other Duties

E/M	% of Time	Duty Statement
E	25 %	<p>Responsible for implementing and conducting preventative maintenance program which includes preparing new maintenance work orders, and recording actual work accomplished. Based on preventative maintenance actions, determines feasibility to repair or replace equipment. Assists other craftsman in completing other maintenance type work which includes handling light fixtures, installing conduit, outlets, switches and wiring, painting, maintaining kitchen, laundry, plant equipment, etc.</p> <p>Assist in the preparation of project estimates based on square footage, linear footage and unit price. Assists in determining their estimated costs. Develop and implements drawings and plans for structural modifications and improvements.</p> <p>Performs physical inventory of all maintenance tools and equipment. Supervises inmates in maintaining stock rooms and bins. Issues tools and is responsible for controlled items. Insure all security procedures are followed before, during and after all work is performed.</p> <p>Assist Maint. Specialist as needed in a variety of tasks and performing other duties as</p>

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.).

Daily: Desktop computer using Microsoft window XP, Access and Outlook WebApp - email program, Video and Digital Camera software, Printer, Stemens Direct Digital Control System.

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: Computers, printers, copier/scanner. telephone, two-way radios, fax machine, calculator, pickupand/or flatbed truck with and/or without snow plows. Digital camera. Variety of hand tools and test 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.).

Daily: Alaska Statutes/Regulations, Alaska Administrative Codes, Bargain Unit Agreement, Department of Corrections Policy & Procedures; Yukon Kuskokwim Correctional Center Standard Operating Procedures, Yukon Kuskokwim Correctional Center OSHA safety plans, programs and regulations. All used to insure the State of Alaska, Department of Corrections and the Yukon Kuskokwim Correctional Center and Bargaining Unit Agreement rules are followed.

Daily: Locksmith key code books, Folger Adams Lock Manual.

1-3 Times per month : State of Alaska Code of Ethics and Standard of Conduct. Used to insure code of ethics and standards of conduct are maintained at the standards required for a State of Alaska Department of Corrections employee.

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.

Prioritize and assign work orders; assign job duties to work crews and contractors, review work to ensure jobs are completed satisfactorily. Respond to emergencies; major equipment failure such as boiler problems, refrigeration and freezers, HVAC, Fire Alarm System, Sewage, Water or Electrical failure during and after normal working hours.

The incumbent must be available to respond by radio or telephone to initiate appropriate action in a timely manner to protect human health, safety, and welfare.

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: Ensures Superintendent is kept up to date on all facility maintenance. Communicates with supervisor and the other Maintenance Specialist regarding work orders, security concerns, and projects. Oversees the performance of inmate work crews during assigned work projects. Contact is also made with outside agencies 2-3 times a month to coordinate equipment and staff support for specialized projects. Vendors are contacted weekly for parts and equipment necessary for projects and repairs. Daily contact with institutional staff to coordinated work to be completed. Daily contact with inmate work crews to facilitate work to be completed.

Weekly: Corrections staff during inspections of the facility.

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?

Employees within the Department of Corrections are subject to progressive discipline, to include written and verbal instructions or reprimands, suspension with or without pay and/or termination.

Minor errors in judgment during work can result in the need to redo a job, with associated loss of time and money. An error could conceivably cause injury to personnel, or lead to an inmate escape causing a danger to the general public due to improperly maintained or repaired equipment.

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

Training or knowledge of institutional keys, lock and doors. Institutional security training.

Must have excellent skills in writing, computers, negotiating, interpersonal communication, coordination, organization, motivation to implement and complete projects.

Must have effective communication skills, writing skills, mathematical skills and knowledge, and must have knowledge of security rules that impact the Yukon Kuskokwim Correctional Center. Employee must have the ability to maintain cooperative relationships with other employees and prisoners. Employee must have a professional demeanor, especially in difficult or sensitive situations when dealing with the staff and prisoners. Employee must be able to communicate effectively in verbal communication to instruct prisoners.

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

Certificate of Fitness: Boiler Operator (preferred)

Certificate of Fitness: Plumber or Gas Fitter (preferred)

CPR Training, First Aid Training, Blood Borne Pathogens Training

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			O	
Jumping		P		
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			O	
Climbing stairs			O	
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)				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	N			
Balancing on slippery surfaces			O	
Balancing on uneven surfaces			O	
Restraining/grappling with people in a public protection environment		P		
Seeing objects at a distance				F
Seeing objects peripherally			O	
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				F
Distinguishing odors by smell				F
Distinguishing tastes	N			

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)				F
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)		P		
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts		P		
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels		P		
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)			O	
Exposure to needles or sharp implements (e.g., hospital, kitchens)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment				F

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.

The incumbent may operate heavy duty equipment on YKCC facility premises.

5. Supervisory Authority

This page must be completed if PCN **204342** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **204342** supervises or leads. Record **204342** '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 **204342** 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 204342 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 204342	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									