

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

DIVISION: Anchorage International Airport		PCN: Multiple (Position Description Attached)	
JOB CLASS/TITLE: Mechanic Automotive Advanced Journey/Lead		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 53/\$24.37 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.		DUTY STATION: Airfield Maintenance	
<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 checked="" type="checkbox"/> YES / <input type="checkbox"/> NO <input type="checkbox"/> At time of hire / <input checked="" type="checkbox"/> Within 90-days of hire TYPE OF CDL: Class A ENDORSEMENTS: N, P Endorsements within 90-days of hire		WORK SCHEDULE: 24/7 duty station	
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: CDL background check and Fingerprint background check DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO		COMMENTS/SPECIAL REQUIREMENTS: See attached LTC Job Announcement.	
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>			
CONTACT: Tracy Smith		PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com	

2. Duties

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

To maintain all airport equipment in a safe and reliable condition. This is most important to prevent the possibility of airport closure due to lack of sufficient operable equipment.

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: RESPONSIBILITIES assigned to, and TASKS PERFORMED by this position		
E/M	% of Time	Duty Statement
M	10 %	Diagnoses of performance problems; both gasoline and diesel engines. Trouble-shoot ignition, fuel system (carburetor and injection) mechanical condition of external parts (compression, valve train, etc.). pinpoint problems and repair as needed. Tune engine, i.e., injection timing, injection pump timing, rack and valve adjustments, governor adjustments, carburetor adjustments, ignition component replacement (plugs, wires, distributor cap, rotor points, etc.). Road test for performance. Diagnostic procedures often performed using laptops or other computer based programs.
E	10 %	Repair and rebuild all drive train components including clutch assembly transmissions (automatic and manual), drive-line assembly, differential assembly, axles, bearings and seals, brakes (disk and drum), springs and shocks.
E	10 %	Use computer based diagnostic equipment. Diagnosis of electrical system failures, lights, wiring, starting and charging circuits, engine transmission and brake systems repair or replace any electrical components.
E	10 %	Repair and rebuild gasoline and diesel engines, which includes checking cylinder head assembly, block casting assembly, crank assembly, oil pump, water pump, cam, filters, timing chain and fuel system for wear, cracks of any other damage affecting performance.
E	10 %	Repair steering components, power steering pump, ram, steering gear box (power and manual), kingpins, spindles, tie rods, ball joints, and adjust front end alignment.
E	10 %	Diagnosis and repair of hydraulic component performance and failure; including pumps and motors (variable and fixed displacement), rams, valves, lines.
E	10 %	Minor and mechanical system failure analysis and repair. Repairs often require welding, and fabrication using acetylene welding or cutting, all position stick, mig welding, plasma cutting, spray transfer (shaft buildup), etc.
E	5 %	Machine shop parts repair and fabrication, using many complex procedures and machines including lathes, milling machines, grinders, boring bars, etc.

E	5 %	Equipment parts repair and rebuilding including complete part fabrication to exaction tolerances using many complex procedures and machines including lathe, milling machine, tool post grinder, valve grinder, radial drill, boring bar, etc. Knowledge of heat treating, fits, and tolerances are necessary.
E	5 %	Roadside service requiring use of small or large wreckers, service van and welding truck.
E	5 %	Maintain shop records, i.e. work orders, time sheets, parts order forms, etc.
E	5 %	Performs daily maintenance, service and safety inspections. Service all fluid filled components, inspect and change all filters as required. Take oil analysis samples.
E	5 %	Remote equipment repairs of all types in all weather conditions, at any location at the Ted Stevens Anchorage International Airport or in the Anchorage area. Requires good judgement and the ability to work without close supervision.
		Other duties as assigned.

Functional Area Title: WORK ENVIRONMENT (Include hazards and physical risks).		
E/M	% of Time	Duty Statement
E	0 %	<p>WORK ENVIRONMENT (include hazards and physical risks).</p> <p>Normal shop environment; i.e. heavy and continuous equipment and engine noise. High pitch equipment tool noises, i.e. grinders, air arc, drills. Both small and large aircraft noise. Exposure to toxic fumes, i.e. exhaust, fuels, solvents, chemical, acids. And exposed to these hazards and risks on a daily basis.</p> <p>During winter months, operations of vehicles under snow and ice conditions on the Aircraft Operations Area (AOA) ramp and taxiways. During winter months these occasional conditions are added to those daily hazards listed above.</p> <p>During live fire training must be present to monitor and effect on-site repairs of the ARFF units to ensure safety of personnel undergoing training. In the event of an actual incident at the Ted Stevens Anchorage International Airport, will be required to respond with the ARFF units to ensure maximum continual performance.</p>

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.).

Uses computer to clock in and out daily. Uses work order program to update information on equipment/vehicles that they have been working on daily. Uses a broad range of computer programs to diagnose equipment irregularities. 3 to 4 times a 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.).

Tools: Basic hand tools, hand and bench grinders, drills - hand and drill press, pneumatic tools, overhead crane, hydraulic jacks, port-a-power, mechanical and hydraulic pullers, hydraulic flow meter, pressure gauges, hydraulic press, oxygen-acetylene torch, alternator/starter test bench, tire mounting machinery, tire balance machine, pipe cutter/threader, compression/vacuum gauges, strobe tach, deci-meter, electrical multi-meter, band saw, cutoff saw, die grinder, air conditioning evacuation pump, refractor (foam/water mix gauge), engine computer diagnostic reader. AC/DC welder, MIG welder, air arc, spray transfer, lathe, milling machine, brake lathe, valve grinder, boring bar, micrometers, dial indicators, plasma cutting table.

In addition, various trucks, vans, SUVs, 3-wheelers, trailers, forklifts, wheel lifts, and Genie Lifts are maintained and worked on by the position.

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.).

- OSHA Regulations
- FAA Regulations
- State Law
- Municipal Law
- CFR 40, CFR 49 (HAZMAT)
- Material Safety Data Sheets (MSDS)
- NFPA 414 (Aircraft Rescue & Fire Fighting Vehicle Regulations), 14 CFR 139.317, .139, .325 (Airport Certification as it applies to Rescue Fire fighting and Equipment Agents)

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.

Interpretation of equipment related complaints, diagnosis of problem and parts needed; repairs made and test for performance before returning unit to service.

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.

It is essential the incumbent effectively interacts and professionally represents the department when dealing with vendors, department employees, and the public. Interpersonal skills are fundamental in this team structured environment.

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?

To maintain all airport equipment in a safe and reliable condition. This is most important to prevent the possibility of injury to equipment operators and airport users. Failure to perform essential duties has the potential to result in insufficient equipment to keep the airport open and operational.

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

- Must be able to effectively communicate via radio with ATC Tower via Ground, Tower and Lake Hood frequencies.
- Respond to designated position during ARFF equipment standby alerts.
- Conduct foam and flow tests on ARFF equipment twice yearly, per CFR 139
- Must be familiar with airfield, Lake Hood Strip and waterways.
- In the event of HAZMAT spill on Lakes Hood and Spenard, respond with boats to assist in spill containment..
- The incumbent of this position works at the Anchorage International Airport that operates 24 hours a day/7 days a week/365 days a year, including holidays. Shift work is required.

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).

- Specialized equipment required in Airfield Maintenance and snow removal operations.
- Valid Commercial Drivers License with N-Tanker, P-Passenger bus endorsements.
- Successfully complete a background and employment check prior to an offer of employment
- Obtain an Airport Security Badge and maintain it for the term of employment
- Participation in a pre-employment drug test and participation in a random drug and alcohol testing program for the term of employment.

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				F
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				F
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			O	
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				F
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds				F
Balancing on moving surfaces				F
Balancing on narrow surfaces				F
Balancing on slippery surfaces				F
Balancing on uneven surfaces				F
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				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)				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)				F
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment				F
Work on slippery or uneven surfaces				F
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.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g. hospital, kitchens)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)				F
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings				F
Exposure to aggressive/angry people in a public protection environment	N			

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.

Normal shop environment: heavy and continuous equipment and engine noise. High pitched equipment tool noise, i.e. grinders, air arc, drills. Small and Large aircraft noise. Exposure to toxic fumes, i.e. exhaust, fuels, solvents, chemicals, acids. Exposed to these hazards and risks on a daily basis. During winter months, operations of vehicles under snow and ice conditions on the aircraft operations area (AOA) ramp and taxiways. During winter months, these occasional conditions are added to those daily hazards listed above. During live fire training required to be present to monitor and effect on-site repairs of the arff units to ensure safety of personnel undergoing training. In the event of an actual incident at the Ted Stevens Anchorage International Airport, required to respond with the ARFF units to ensure maximum continual performance.

5. Supervisory Authority

This page must be completed if PCN **252945** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252945** supervises or leads. Record **252945** '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 **252945** 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 252945 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 252945	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									