

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

DIVISION: AIA – Airfield Maintenance	PCN: 25-3378 (Position Description Attached)
JOB CLASS/TITLE: Stocks & Parts Services III	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 54	DUTY STATION: ANC
<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 B	WORK SCHEDULE: 40 hrs per week
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: CDL History Check	COMMENTS/SPECIAL REQUIREMENTS:
DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
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 checked="" 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>	
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2. Duties

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

Issue from inventory; requested parts to mechanics; ensure adequate inventories of parts are maintained; order special (non-inventory) parts and assign their costs to appropriate vehicle or job; track orders for shortages and take appropriate action as needed.

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
E	20 %	Process all requests for materials, supplies and parts for TSAIA Equipment Maintenance Shop; receive and verify orders to ensure proper delivery; receive and process orders for stocking or direct charge to work orders; process related packing slips, submit invoices for payment.
E	10 %	Research vehicle specifications, components or sub-components and select vendor and order goods/services by considering industry standards, liability, costs item availability and need. Check prices and availability, using contracted vendors, the state supply system or open purchase; compare prices to ensure most competitive price.
E	10 %	Exercise purchase authority to \$5,000; pursue greater levels of supervisor purchase authority/approval as needed; assist in preparation of bid specifications (contacting vendors for bid not on contract award and valued between \$5,000 - \$50,000; compile all information and award bid; Maintain data base of vendor accounts.
E	10 %	Determine alternative costs to rebuild sub assemblies and assemblies vs new purchase; read and understand expenditure reports to ensure conformance within budget guidelines.
E	10 %	Monitor and determine inventory levels, adjust overages/shortages, and source parts and supplies by considering assigned equipment, PM schedules, work order records; determine obsolescence and excess parts and supplies; analyze and project routine and emergency

		requirements for materials and equipment; perform annual inventory.
E	10 %	Maintain accountability for new property controlled items and forward info to property officer. Maintain electronic inventory with a trend analysis system for bench stock/non-inventoried items, and issue parts to mechanics and charge parts to work orders utilized and computerized ordering and work order system.
E	5 %	Utilizing computer software, generate bar codes to label parts and materials according to ANC equipment maintenance numbering system, stock shelves properly for easy location and retrieval; oversee warehousing of 8,000+ part numbers numbering system, stock shelves properly for easy location and their inventory to expedite equipment repair. Complete Pre-Sale check sheets for both heavy duty and light duty equipment being prepared for auction and submit to the surplus sale coordinator.
E	5 %	Maintain multifaceted vehicle records including specification numbers, component ID numbers, specific commodities, e.g., fuel, batteries, tires, fleet component surveys.
E	5 %	Maintain and update numerous parts and service manuals, interchange manual, Contract Award manuals, Policy and Procedual Manual.
E	5 %	Assist other sections/agencies (USDA, AK state Troopers, USFWS) with commodities.
E	5 %	Operate forklift to unload freight; pick-up supplies and equipment; order and assign tools to mechanics; maintain sign out sheets and all equipment maintenance electronic and hard copy files re; procurement, equipment, parts, and work orders
E	5 %	Instruct co-workers on data entry procedures what inventoried items received or issued and proper procurement methods IAW state regulations and section policies.

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.).

AIA System, Utilizes computer software to generate bar codes for label parts and materials to label ANC equipment. (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.).

Advanced level phone communication and interpersonal skills. Working knowledge of inventory system operation. Basic knowledge of mechanic principles. Advanced level of understanding with AK SEF P & P, AK State Policy & Procedure Manual and MSDS/SDS. Advanced level of vendor phone skills. Advanced level of knowledge of HD vehicle parts and assemblies and Inventory System operation. computer skills in word processing, spreadsheets, databases, e-mail; posses knowledge and experience with light duty automotive, heavy construction equipment, highly specialized airport snow removal and ice control equipment, electrical power plants up to 700KVA, fire trucks up to 6000 gallon cap. This position requires the ability of simple maintenance to tear down and rebuild of all components. In this field, with the need to comply with ever changing rules and regulations regarding the safety of the public, maintenance of a clean environment and continuous training in the high tech system. This employee is expected to perform at the expert level at all times; very detail oriented position. (Daily)

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.).

- TSAIA Policies & Procedures Manual
- OSHA regulations, Safety Manuals/AF maintenance and DOT
- FAA, EPA regulations
- SOA Policies & Procedures Manual
- Alaska Contract Manual
- State Law
- Municipal Law
- CFR 40, CFR 49 (HAZMAT)

- Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS)
- NFPA 414 (Aircraft Rescue & Fire fighting Vehicle Regulations), 14 CFR 139.317, 319, 325 (Airport Certification as it applies to Rescue Fire fighting and Equipment Agents)
- Standards of all Original Equipment Manufacturers, i.e. Gm, Cummins, Chrysler, Schorling, etc.; parts & service manuals.

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.

The incumbent works independently over the daily operations of the parts department and warehouse to include purchasing within authorized limits (\$5000.00), shipping and receiving, expediting and all other warehouse related functions.

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 Vendors both within the state and outside the State of Alaska for the purchase of specific equipment needed to enable the operators and mechanics to maintain the Ted Stevens Anchorage International Airport.

Has contact with the general public to explain the proper policies and procedures in working with Airfield Maintenance.

Works with other offices, accounting, badging office, Airport managers office, Police and Fire and various other offices in the day to day operation of Airfield Maintenance.

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?

If the person in this position was to make an error in the purchase of equipment it could cost thousands of dollars to correct the error, i.e. restocking fees, freight, time lost waiting for the incorrect item to arrive then reordering the correct item. Some equipment is ordered out of country must have the knowledge and technical expertise to be able to follow the established Procurement Policies and Procedures

by AS 36-30, 2 AAC 12, the Administrative Manual and DGS PIMS and SOA, DOT & PF, and Airfield Maintenance.

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

Writing, spelling, basic math skills, communications, negotiating pricing, and computer operations. Knowledge of field maintenance and equipment maintenance. The knowledge of the parts and field maintenance items that are required to perform the tasks. Procurement of the necessary items of equipment and parts that are required for a piece of equipment to be operational. Procurement of field maintenance items and all the individual parts requirement to be carried out for each and every requirement. The knowledge of what vendors to contact for the items needed. Extensive knowledge of MS-Word, Access, Power Point and Excel for Budget purposes. Must be able to speak, write and understand English in order to communicate with the various employees, agencies, vendors and contractors.

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).

Must have Commerical Driver 's License, Class B.

Must have a current CDL drivers license.

Must maintain current Procurement Officer Certification level III status.

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				F
Walking				F
Standing				F
Running	N			
Jumping		P		
Bending or twisting			O	
Squatting or kneeling			O	
Crawling		P		
Reaching above shoulder level			O	
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs		P		
Driving cars, light duty trucks				F
Driving heavy duty vehicles		P		
Using floor mounted foot controls to operate equipment (e.g., not driving a car)		P		

Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers			O	
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		P		
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
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			O	
Distinguishing tastes		P		

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work/in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	

Exposure to electrical current (not outlets)		P		
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				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)			O	
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	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. Additionally, handle three telephone lines, multiple frequency radios, paging system, and frequent requests from foremen, parts requestes from previous shifts, and numerous shop personnel as well as other sections. During winter months, operations of vehicles under snow and ice conditions on the aircraft operations area (AOA)ramp and taxiways.

Supervisory Authority

This page must be completed if PCN **253378** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **253378** supervises or leads. Record **253378** '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 **253378** 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 253378 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 253378	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									