

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

DIVISION: Facilities Services		PCN: 05-3021 (Position Description Attached)	
JOB CLASS/TITLE: Maint. Specialist, BFC, Journey II/Lead		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 51		DUTY STATION: Juneau, APK Museum	
<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

<p>WORK SCHEDULE: Monday-Friday, 40 hours per week</p> <p>TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO May occasionally be required within the state.</p> <p>COMMENTS/SPECIAL REQUIREMENTS: Applicant must pass pulmonary fitness test and have ability to wear ½ respirator mask.</p> <p>Applicant must have in possession or acquire within 6 months of hire, training on the APK buildings Automated Control Systems to include Siemen’s courses: Insight Workstation I, Insight Workstation II, and Field Panel & FLN operations.</p> <p>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 checked="" type="checkbox"/> Other: Copy of Alaska Driver’s License</p> <p><i>Note: Candidates who do not bring the required information to the interview may be rejected.</i></p>

CONTACT: Linda Murphy	PHONE NUMBER: 907-586-6993
	FAX NUMBER: 907-586-5757
	EMAIL ADDRESS: linda@local71.com

2. Duties

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

This position serves as the building maintenance mechanic and building management specialist that independently performs maintenance, installation and repair of facility systems and equipment at the Father Andrew P. Kashevaroff (APK) Building in Juneau.

The incumbent ensures expectations for detailed care of the APK building and grounds are met, and the environmental, security, and safety conditions meet libraries, archives and museums standards for the exhibition, care, and storage of cultural property and government records.

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	15 %	<p>Mechanical System Maintenance:</p> <p>Maintain, troubleshoot, install, and repair complex mechanical systems and their components including: six ventilation systems (5 of these systems with dedicated outside air and dehumidification), hydronic hot and cold water system, well water cooling system, radiant floor heating, glycol and water plate heat exchangers, variable fan drives (VFD), variable air volume (VAV) boxes, supply and return air fans, exhaust fans, cabinet fans, pumps, motors, belts, bearings, pulleys, shafts, and controllers. The work requires knowledge and advanced skill for dealing with complex mechanical systems.</p> <p>Perform preventative maintenance for the mechanical systems.</p> <p>Use direct digital controls and the building automated system to diagnose and control HVAC and other mechanical systems.</p> <p>Inspects and repairs leaks in ventilation duct work.</p>
E	10 %	<p>Plumbing and Heating System Maintenance:</p> <p>Monitor, maintain, troubleshoot, install, and repair oil fired boilers; electric boiler; fin tub radiant heaters, small cabinet and unit heaters;</p>

and their components. Performs preventative maintenance by adjusting combustion efficiency, replacing and cleaning filters, bleeding lines, and replacing belts. Monitor, maintain, troubleshoot, install, and repair steam injection humidifiers, reverse osmosis systems, and pumps.

Repair, install, maintain, or assist in the installation of sanitary, storm, hydraulic heating, and domestic water lines. Repair or replace water and heating lines by cutting, threading, fitting or sweating pipe, replacing flanges and unions.

Repair, maintain, install, and replace water fountains, flush valves, faucets, toilets, sinks, showers, and other plumbing fixtures and components.

Monitor, maintain, troubleshoot, install, and repair diesel generator, components: fuel lines, fuel pumps and anti-siphons valves.

Maintain, troubleshoot, and repair specialized equipment such as deionization water, compressors, dishwasher, and refrigeration and freezer components in isolation rooms.

Repair and replace insulation and wraps around cold water lines.

E 10 %

Structural and Hardware Maintenance:

Install, maintain, and repair overhead doors and standard doors: including hardware such as closures, panic bars, jambs, latches, astragals, and their components. Replace entire doors, panels, track, hinges, pulleys, clutches, cables, springs, and operators. Install safety edges, sets limits, and adjust tension.

Install, repair, or replace various floor coverings such as vinyl and ceramic tile, linoleum, and carpet.

Monitor, install, maintain, troubleshoot, and repair 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.

Install, maintain, and repair stair and balcony glass railing panels, glass display case doors in common areas.

E 10 %

Electrical Maintenance:

Perform minor electrical repair. Replace motors, controls, switches, circuit breakers, outlets, lights and electrical wiring. Order, maintain, install, and replace lighting fixtures, lighting drivers, ballasts and bulbs.

Oversee major electrical work on high voltage equipment and systems for the building performed by utility workers and licensed electricians.

Perform maintenance, repair, install or oversee the installation of low

		voltage security system components: keypads & sensors.
E	10 %	Up to 1/3 of the maintenance work will require additional maintenance personnel to assist this position with accomplish work and for safety reasons. This position will lead and oversee the group of workers by directing work, assigning tasks, setting schedules and priorities, determining methods, and approving completed tasks.
E	10 %	Oversee service contractors working on fire systems, lighting controls, UPS, backup power diesel generator, building automated system, DDC controls, elevator, and other high voltage and low voltage electrical and mechanical systems; Oversee janitorial, snow removal, and building cleaning; Assist with establishing scope of work, schedule preventative maintenance, and ensure adherence to code and certification requirements, safety and security rules; and work schedules, review and inspect work for quality, accuracy and completeness, documents and ensure deficiencies are resolved.
E	5 %	Repair, install, and maintain specialized equipment for the laboratories, vaults, and carpentry shop including fume hoods, snorkel exhaust, paint booth ventilation, and dust collection system. Check, install, and replace: fire extinguishers and AED.
E	5 %	Use the building automated system monitor, control, respond to alarms, and diagnose problems with building system, equipment, and environmental conditions. Physically walk the facility and grounds regularly to visually assess the condition and operational state.

Functional Area Title: Facility Maintenance Management		
E/M	% of Time	Duty Statement
E	12 %	Under a service level agreement (SLAs) between the Department of Transportation & Public Facilities, Division of Facility Services (DOT&PF, DFS) and the Department of Education and Early Development, Division of Libraries, Archives and Museums (DEED, LAM), the position serves as the building liaison . In this capacity the position will: Serve as the single point of contact between the DFS maintenance group and LAM division operations;

		<p>Provide an efficient and effective program of regular maintenance, asset management, and facilities operations:</p> <p>Make independent decisions to manage and maintain the building's structural, mechanical, electrical, plumbing and life safety systems and equipment;</p> <p>Establish facility maintenance standards;</p> <p>Develop annual goals and evaluate and prioritize maintenance needs and work plans;</p> <p>Track and manage work orders; ensure adherence to work schedules, quality standards, OSHA safety standards, and security rules;</p> <p>Develop and execute efficient and effective solutions to maintenance issues;</p> <p>Use, maintain and assist others with locating and using equipment information and commissioning documents, operation and maintenance (IOM) manuals, building as-builts and construction documents, safety data sheets records on hazardous maintenance materials, and equipment warranties;</p> <p>Talk with the tenants about needs and projected repairs;</p> <p>Address and resolve conflicts over maintenance issues within building</p>
E	3 %	<p>Promote a safety conscious work environment and routinely discuss safety issues:</p> <p>Communicate directly with the building stakeholders and tenants, local authority having jurisdiction, and service contractors on maintenance and operation issues, post required health and safety signage, and appraised staff and public of safety concerns, rules and standards, and security concerns to promote a safety conscious environment.</p>
M	5 %	<p>Serve as project manager to oversee small maintenance upgrades or renovations; assists LAM by reviewing submitted plans and specifications; assures compliance with division operating guidelines, policies, and procedures; clarify instructions and present solutions to address incomplete specifications.</p>
M	5 %	<p>Research and implement efficiency and cost saving measures that meet the tenant needs while maintaining and/or improving the condition of the building.</p> <p>Investigate warranty coverage, manage, and schedule warranty work.</p> <p>Work with the LAMs Division Operations Manager to ensure bid solicitations and equipment, materials, and supplies purchases are budget conscious, accurate, and completed in a timely manner.</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.).

Hardware:

- Desk top computer, ipad or surface, laptops, keyboard, and mouse - daily use
- Cell phone - daily use

Software:

- Outlook email and calendar software - daily use
- Microsoft office suite: Word, Excel, and Access -daily use
- Internet use for research, ordering supplies and materials, communication, web access - daily use
- Sieman Controls Building Automated Systems, BAC net software - daily use
- Security Management Software – daily use
- Computer maintenance management software, daily use
- Ecodomus - building information model software – daily use
- BlueBeam Revu – design and construction software – 3 to 4 times per week
- IRIS procurement form and tracking software - 3 to 4 times per week
- Network lighting software, 2 or 3 times per week
- IRIS timesheet software - 2 times per month
- WebX audio and video conferencing for training and meetings - weekly
- ARIS for energy usage tracking - monthly

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.).

- Office equipment: Desk phones, printer, scanner, copier, fax, calculator – daily use
- Direct Digital Controls - on Variable Fan Drives for pumps, air handling units, generator, UPS, humidifiers, reverse osmosis unit, dedicated outside air, refrigeration and freezer units, and fire alarm control panels - daily use
- Security alarm keypad, card readers – daily use
- Safety and protective gear: safety glasses, gloves, work boots, coveralls – daily use.
- Hand Tools: Hammers, screwdrivers, pliers, wrenches, sockets, level, stud finder, pry bars, tape measure, hand trucks and carts – daily use
- Calculator - 3 to 4 time weekly
- Security CCTV monitors – 3 to 4 times weekly
- Pickup truck – 3 to 4 times per week
- Power Tools: Drills, saws, grinders, sanders, sewer snakes, planers, paint

- sprayers, nail gun, miter saw, table saw, and welders – 3 to 4 times per week
- Scaffolding, elevated platforms, ladders and on roofs up to 40' - 3 to 4 times weekly
- Instruments: Volt/Amp meters, thermal gauge, pump test kits, CO and CC testers, draft gauges – 3 to 4 times weekly
- Scissor lift, walk-behind lift with foot controls, fork lift, genie lift – 1 to 2 times weekly use
- Network lighting controls - weekly use
- Power Equipment: wet/dry vacuum, floor sweeper, portable air conditioning units and dehumidifiers, floor fans, portable sump pump and generator –weekly use
- Safety and protective gear: dust mask, ½ mask respirator, hardhat, safety vest - weekly use.
- Trailer and towing –monthly use
- May need to use gas fired equipment: such as a snow blowers, cut off saws, portable generators, pumps, lawn mowers, chain saw, and weed whackers.

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.).

- Information, operation and maintenance manuals - daily use to diagnose problems, order parts, repair, maintain, and clean.
- Warranty information for all equipment, systems, and furnishings – determine if the parts are under warranty and exercise the warranty – daily use to diagnose problems.
- Building construction files: Mechanical, electrical, architectural, and civil construction as-built plans, specifications, and changes as listed in informational bulletins (IBs) and requests for information (RFIs): 3 to 4 times per week as a finding aid, diagnose problems, and repairing systems
- Mechanical systems sequence of operation – weekly use to verify operation, diagnose problems, and repair systems.
- Service contract agreements for fire, security management, elevator, ups and generator, network lighting, building automated system, janitorial, snow removal – 2 to 3 times weekly to review scope of work, schedule, evaluate, maintain quality control, and inspect work.
- Standard operating procedures and emergency response procedures to ensure the facility has the necessary supplies and is prepared for emergencies, and has safe, effective, and efficient operating policies and procedures – reference these documents monthly.
- International, Federal, state and municipal building codes, fire codes to maintain facility to code requirements – monthly use.
- Federal and State OSHA regulations on safety, hazardous waste disposal, respiratory protection to maintain a safe working environment – monthly use.
- Safety Data Sheets for proper use, storage, and disposal of chemicals – 3 to 4 times per month.

- Inspection report for elevator, generator, UPS, fire systems, reduced pressure backflow preventer valves –annually or as necessary to repair deficiencies.
- Institute of Library and Museum Association facility operations and security guideline, and Museum and Libraries cultural property protection guidelines to understand and ensure building operations are aligned with the needs of the collection – 3 or 4 times per year.

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.

- Incumbent has total authority to make all facility related decisions for DFS. Incumbent will independently determine financial obligations, priorities, work schedules, and work orders. Independently prioritizes maintenance work, diagnoses problems, obligates section funds towards facility repairs and related purchases, and determines and implements the best course of action needed to maintain, install, and repair facility systems or equipment.
- In an emergency, procures or rents emergency response equipment, parts, materials, and supplies up to \$5,000.00 without prior approval.
- Enters the facility 24/7 as needed to take care of a maintenance or operation issues that are best addresses outside of regular operating hours.

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.

Routinely communicates over the phone, through email correspondence, and in-person:

- Communicates facility problems and maintenance needs with maintenance and service contractors. Writes scope of work or specification for work to be performed and/or discusses and interprets the needs with the service provider. Confirms and requests updates on schedules and processes. Inspect work for quality, accuracy and completeness. Documents and ensure deficiencies are resolved in writing - Daily
- Serve as the single point of contact between the DEED/LAM staff and DOT/PF maintenance group on maintenance needs and priorities, work orders and schedules, address maintenance complaints - Daily
- Talk and email staff and other tenants in the facility about work that is needed and was requested, how the work is to be accomplished, when the work will be accomplished and expected completion dates, safety hazards, safety practices,

use of as-builts, discuss complaints – 4 times Daily.

- Post or install required health and safety, and wayfinding signage and barriers to appraised staff and public of safety and security concerns, rules and standards, and/or directional detours around a hazard– monthly.
- As a project manager, communicates division operating guidelines, policies, and procedures to the contractor; clarifies instructions and present solutions to address incomplete specifications – monthly.
- Communicate directly with the other building stakeholders, local authority having jurisdiction, and regulatory agencies on code compliance and inspection needs, deficiencies, and corrections – quarterly.
- Communicate with vendor sales and parts representatives to solicit bids, get pricing, determine the best product or buy, order parts, updates on orders, invoicing, receipt of damaged goods – 3 to 4 times weekly.
- Communicate with suppliers and manufacturers on warranty issues and oversee warranty work – every two weeks.
- General public - respond to facility concerns and provide assistance and direction – 3 to 4 times weekly.
- Communicate with LAMs administrative staff using spreadsheets and report forms to ensure billing, expenditure reports, coding, bid solicitations, ordering of materials and supplies, and budget forecasting is completed in a timely and accurate manner.

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 judgment or improper monitoring, maintenance, or response to alarms and emergency situations could lead to expensive repairs, irreversible damage or total loss of the facility, grounds, and cultural property holdings, injury or loss of life could occur.
- The lack of well maintained and properly functioning air handling units, humidifiers and dehumidification units, boilers and chillers can create fluctuation in the temperature and humidity in collections storage and display areas and could cause permanent damage or destroy irreplaceable collections or government records.
- Lack of preparedness for natural disasters can curtail the ability to respond quickly to mitigate damage.
- Lack of upkeep of the facility and grounds encourages vandalism, other forms of property damage and theft.

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

- Ability to communicate effectively verbally and in writing:
- Incumbent must be self motivated and self disciplined to work independently.
- Skill in effective problem solving, and ability to plan, set work priorities,

schedule, communicate complex, technical needs, analyze and evaluate complex issue and situations, make sound judgment, propose viable solutions and course of actions, and direct the work of professional, technical, semi-skilled and unskilled workers.

- Ability to establish policies, procedures, goals, monitor and evaluate progress and performance, and adjust resources to accomplish objectives.
- Ability to estimate time, materials, and equipment necessary for installation, construction, maintenance, and repair.
- Ability to draft plans and rough sketches for agency maintenance and construction projects.
- Ability to type, text, use digital controls, downloading and uploading files, and edit electronic files.
- Ability to read and interpret complex documents, equipment manuals, specification, as-builts and plans.
- Ability to organize and maintain file records, both electronically and paper form
- Ability to establish and maintain cooperative and effective relationships with a wide variety of government officials, contracting agencies, consultants, contractors, architects and engineers.
- Skill with managing people - positive, professional attitude and ability to effectively correct improper actions or poor performance.
- Knowledge of principals, practices, and current developments in facility management.
- Incumbent must be willing and able to work non-standard work hours and respond to emergencies 24/7.

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).

- Current Alaska Driver`s license and ability to operate a pickup truck, may occasionally use a service van or tow a small (under 10') trailer to haul materials and supplies.
- Pulmonary fitness test and ability to wear a 1/2 mask respirator.
- Possession or acquired within 6 months of hire, training on the APK building`s Automated Control Systems to include Siemen`s courses: Insight Workstation I, Insight Workstation II, and Field panel & FLN operations.

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			O	
Crawling			O	
Reaching above shoulder level			O	
Reaching below shoulder level			O	
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			O	
Grasping with hand, gripping			O	
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	N			
Balancing on narrow surfaces		P		
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				F
Seeing close work (e.g., typed print)				F
Distinguishing colors			O	
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	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water		P		
Work/live in remote field sites	N			
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	N			
Exposure to high noise levels			O	
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)	N			
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 (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Exposure to human waste when correcting plumbing issues or working with sewer pumps.			O	

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 **053021** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **053021** supervises or leads. Record **053021** '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 **053021** 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 053021 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 053021	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									

6. Department Request & Certification

Information at Time of Request

Class Title:	Building Management Specialist	Code:	P8458	Grade:	19
Bargaining Unit:	General Government - Personal Leave	Bargaining Unit Code:			GP
Department:	Education & Early Development	Department Number:			05
Division:	Libraries, Archives and Museums				
Region/Section/Unit:	Southeast/LAM/Administration				
Location:	Juneau	Location Code:			AWA
Time Class:	Full Time/OMB Authorized	Time Class Code:			FACL
FLSA Exempt:	Yes	Strike Class:			3
Position requires possession of a Commercial Drivers License (CDL):	No				
Position requires possession of, or access to, firearms or ammunition:	No				
Home Unit:	ZLIB				
AKPAY Organizational Routing Code:	05000801				
Physical Work Address:	395 Whittier St., Juneau				
Work Phone:	907-465-0000				
Supervisor Information					
PCN:	053001	Title:	Division Director - Px		
Physical Work Address:	395 Whittier St Juneau				
Work Phone:	907-465-2911				

Requested Changes

Class Title:	Maintenance Specialist - Bldg/Facility/Const - Journey II/Lead	Code:	P9323	Grade:	51
Bargaining Unit:	Labor, Trade, and Crafts Unit	Bargaining Unit Code:			LL
Physical Work Address:	395 Whittier St., Juneau				
Work Phone:	907-465-4809				
Supervisor Information					
PCN:	053002	Title:	Division Operations Manager		
Physical Work Address:	395 Whittier St. Juneau				
Work Phone:	907-465-2912				

Requested Actions

Reclass to different pay plan, Reclass to same range, different job class

Reason for the Request

In FY2019, the Department of Transportation and Public Facilities, Division of Facility Services (DFS) will take over the facility maintenance services for the Father Andrew P. Kashevaroff Building that houses the Department of Education and Early Development (DEED), Division of Libraries, Archives, and Museums (LAM). As part of the statewide facilities services consolidation effort, the LAM Building Management Specialist position transferred to the Department of Administration/Shared Services in the FY2018 Governor’s Budget; however, the position is currently reflected as a DEED position within the new personnel software and it is incumbent upon DEED to request the position change. The position is expected to transfer to DOT/PF, DFS in FY2019. The Building Management Specialist is currently vacant and LAM, in coordination with DFS, has evaluated and realigned the duties and skills associated with the position to appropriately address the needs of the facility from the perspective of both Divisions under the future maintenance management framework. The new position will integrate several of the Building Management Specialist responsibilities with the skilled maintenance and maintenance management functions associated with the Maintenance Specialist, Journey II. Both DEED and DOT/PF feel it is necessary to move forward with the reclassification as soon as possible, because the support of this position is critical to daily operations and the safety of the facility collections, staff and public.

Does this submission require OMB Approval?

No

If yes, has it been approved by the OMB?**If no, please select the criteria which approves this submission:**

Position submitted for update or reclass of two or fewer ranges

American Recovery and Reinvestment Act

Is this permanent position established to work on ARRA (American Recovery and Reinvestment Act) related projects/assignments?

No

Certification**Supervisor**

I certify that the information provided in this submission is accurate and complete to the best of my knowledge.

Lisa Golisek-Nankerv, Division Operations Manager, on 06/22/2018

Division

I certify that the information provided in this submission is accurate and complete to the best of my knowledge.

Patience Frederiksen, Division Director - Px, on 06/22/2018

Department

I certify that the information provided in this submission is accurate and complete to the best of my knowledge and the required budgetary authorization exists to implement the requested action.

Sana Efird, Deputy Commissioner, on 06/22/2018

7. Staffing Chart & Attachments

Signed OMB Position Approval Form

Staffing Chart

OMB Document 1

OMB Document 2

OMB Document 3

BU CHANGE LETTER

8. Classification Analysis

The Department of Transportation and Public Facilities, Division of Statewide Public Facilities, submitted this position description for PCN 053021 and requested the reclassification of a Building Management Specialist to a Maintenance Specialist, Building/Facility/Systems Maintenance II. The position is vacant, located in Juneau, and is supervised by PCN 252543 (Maintenance Specialist, Building/Facility/Construction, Foreman). Supervisory authority is not assigned to the position.

Contacts:

Contact was made with Rosa Soto Roman (Human Resource Consultant I) to verify the position control information.

Analysis:

As a Building Management Specialist, PCN 053021, ensured the maintenance of building operating systems; safety and security; and facilities and grounds for the Father Andrew P. Kashevaroff (APK) Building, the Sheldon Jackson Museum, and the Stratton Building. Duties that were formerly performed by the position, such as security and access control management; rental use; administration of service contracts; utility cost tracking; facility use statistic tracking; and the opening and closing of the SLAM building have been reassigned to the Division Operations Manager, PCN 053005, and the Division Administrative Assistant, PCN 054034. PCN 053021, under a service level agreement, now serves as the liaison between the Department of Transportation and Public Facilities, Division of Facility Services, and the Department of Education and Early Development, Division of Libraries, Archives, and Museums.

Maintenance Specialists, Buildings/Facility/Systems Maintenance - Journey II typically work with complete systems or complex whole structures requiring the application of more advanced skills or licenses than required for the Maintenance Generalist job class series. Incumbents have and regularly uses specific skills and certifications, such as Certificate of Fitness or the equivalent, of the highest level skilled crafts, and their work generally requires more attentiveness to safety issues and has greater consequence of error.

PCN 053021 independently performs maintenance, installation, and repair of facility systems and equipment at the APK Building in Juneau. The incumbent installs, maintains, and repairs six ventilation systems; a hydronic water system; well water cooling system; radiant floor heating; glycol and water plate heat exchangers; and various types of fans, pumps, motors, belts, bearings, pulleys, shafts, and controllers. The position uses direct digital controls and the building's automated system to diagnose and control the HVAC (heating, ventilation, and air conditioning) and other mechanical systems.

PCN 053021 monitors, maintains, installs, and repairs boilers and heaters; sanitary, hydraulic heating, and domestic water lines; and specialized equipment such as water deionization systems, compressors, dishwashers, refrigeration, and freezer components in isolation rooms. The incumbent installs, maintains, and repairs structural components of the building and performs minor electrical repairs. The

position oversees any additional maintenance staff that provides assistance; contractors working on fire systems, lighting controls, UPS (uninterrupted power supply), backup power diesel generator, building automated system, direct digital control, elevator, and other electrical and mechanical systems.

PCN 053021 establishes facility maintenance standards; tracks and manages work orders; and ensures adherence to work schedules, quality standards, OSHA (Occupational Safety and Health Administration) safety standards, and security rules to protect the APK building's holdings, staff, and visitors. The incumbent serves as the project manager who oversees small maintenance upgrades or renovations; reviews plans and specifications; and ensures compliance with division operating guidelines, policies, and procedures. The consequence of error is high: lack of well-maintained and properly functioning air handling units; humidifiers and dehumidification units; and boilers and chillers can create fluctuations in the temperature and humidity in collections storage and display areas that can cause permanent damage to or destroy irreplaceable collections or government records. The incumbent works on complete systems and a whole complex structure, and is required to possess or acquire competency in the APK building's Automated Control Systems within six months of hire.

PCN 053021's duties, responsibilities, and competencies are consistent with those of the Maintenance Specialist, Building/Facility/Systems Maintenance II, and the position is allocated as such.

Conclusion

PCN 053021 is Maintenance Specialist, Building/Facility/Systems Maintenance II. The bargaining unit of the position has changed from the General Government bargaining unit to the Labor, Trades, and Crafts bargaining unit. The affected unions are being notified of this decision through separate correspondence. The position does not meet the criteria for exemption under the Fair Labor Standards Act and is eligible for overtime.