

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

DIVISION: <b>DOT&amp;PF/State Equipment Fleet</b>	PCN: <b>25-0311</b> <b>(Position Description Attached)</b>
JOB CLASS/TITLE: <b>Mechanic, Automotive, Advanced Journey/Lead</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: <b>53/\$23.60+DOE (steps)</b> <b>Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>	DUTY STATION: <b>Anchorage</b>
<input checked="" type="checkbox"/> Permanent Full-Time	<input type="checkbox"/> Permanent Full-Time Seasonal
<input type="checkbox"/> Permanent Part-Time	<input type="checkbox"/> Permanent Part-Time Seasonal
<input type="checkbox"/> Non-Perm Full-Time	<input type="checkbox"/> Non-Perm Part-Time
WORK SCHEDULE: <b>Monday-Thursday, 7am- 5:30pm</b>	
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: <b>Criminal History</b>	
<p>CANDIDATE MUST BRING TO INTERVIEW:</p> <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>	
<b>CONTACT: Tracy Smith</b>	<b>PHONE NUMBER: 907-276-7211 Ext 3</b>  <b>FAX NUMBER: 907-279-7171</b>  <b>EMAIL ADDRESS: tracy@local71.com</b>

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Position Control Information	Duties	Other Work Detail	Work Demands	Supervisory Authority	Department Request and Certification	Staffing Chart & Attachments	Analysis
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**Class Title:**  
Mechanic - Automotive - Advanced Journey/Lead

**Position Control Number (PCN):** 250311

**2. Duties**

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

To professionally maintain, diagnose, repair and overhaul light and medium duty equipment assigned to various user agencies throughout the State. This includes but is not limited to the Department of Transportation and Public Facilities Maintenance and Operations, Department of Public Safety Alaska State Troopers and Department of Corrections vehicles.

**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: Vehicle Maintenance and Repair		
E/M	% of Time	Duty Statement
E	90 %	Individual must be able to perform the most complex projects associated with light duty and automotive equipment; troubleshoots problems and ensures inventory control. The type of work routinely requires the resolution of unusual, difficult or exceptional issues by developing or modifying approaches, methods or techniques. This includes the ability to perform computerized diagnostic mechanic duties and requires the application of a wide range of skills and independence of action in troubleshooting electronic/mechanical systems. Incumbent must have the competency to complete unusually difficult work on a wide variety of light duty equipment, makes and models. Must be able to adapt operations, processes and procedures to complete the work at hand with minimal supervision, guidelines and instructions. The incumbent must be able to exercise independent judgment to complete

tasks and plan and lay out and prioritize work on a day-to-day basis without having results or products generally reviewed in progress.

The incumbent is required to perform computer diagnostics - retrieval of information, reading and interpreting the diagnosis and prioritizing the diagnostics steps and resulting repair.

Individual will be required to perform routine and specialized maintenance and repairs requiring the ability to recognize problems or potential problems during preventative maintenance services. Incumbents in urban areas where air quality programs are in place must apply municipal requirements for the Inspection and Maintenance (IM) of vehicles.

Incumbents are required to make repairs to equipment bodies and frames, including minor cutting and welding, overhaul light duty engines and transmissions, calibrate diagnostic equipment and identify all parts and materials needed for jobs; identifying and ordering from parts manuals through the local parts depot.

Incumbents must have comprehensive knowledge of the equipment for which they will be working on, including the following mechanical systems:

- air conditioning
- hydraulic
- electronic and electrical
- reciprocating and turbine power plant
- brake and related systems
- steering
- drive trains
- suspension systems
- emissions

**Functional Area Title:** Work Orders

E/M	% of Time	Duty Statement
E	7 %	Incumbent is responsible for maintaining the shop work orders, including paper and electronic copies. Track all tasks and parts used on projects through the work order system.

Ability to accurately track labor time and parts is paramount.

**Functional Area Title:** Travel

E/M	% of Time	Duty Statement
E	3 %	Travel as required to remote locations both on short and long-term assignments.

**Percentage Total: 100%**

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Mechanic - Automotive - Advanced Journey/Lead

**Position Control Number (PCN):****250311****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.).**

PC Computer - daily to access Microsoft Outlook and Equipment Management System (EMS).

MS Excel - 2 times per month (timesheet)

Microsoft Outlook or Outlook Web Access - daily to check email correspondence from supervisor and fleet management.

Equipment Management System (EMS) Database - bi-weekly, to open work orders, to check preventive maintenance schedules for equipment, and check equipment status.

Laptop computer - to perform basic diagnostic evaluation of light-duty equipment as necessary.

**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.).**

Computerized diagnostic equipment and test devices, including emissions testing devices, welding tools, general shop equipment and hand tools, hydraulic, pneumatic and power driven equipment, machining and lathe tools, paint sprayers, precision measuring tools, cranes and the ability to operate the vehicles and equipment to and from the shops while working on them.

Must have general knowledge of PC`s and office tools to conduct day-to-day business in a shop location.

**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.).**

Alaska Statues

SEF Policies and Procedures

SEF Mechanic`s Guide

Service and Parts manuals from various vendors, both in paper and electronic formats

OSHA rules

Union contract

State and Federal regulations regarding commercial vehicles

ADOT&PF Safety Manual and Maters Safety Data Sheets

**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.**

Independently assess if the resources, equipment and tools are available to operate the shop on a day-to-day bases. Determine equipment repair and determine the best course of action, setting priorities for equipment repair. Execution of repairs, including ensuring that vehicles and equipment are safe to operate.

**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.**

Supervisor and co-workers to discuss priorities, diagnosis of problems or solutions to vehicle repair and maintenance. - Daily, in person.

Customers to discuss problems and symptoms with vehicles, also discuss diagnosis and corrective measures taken to fix vehicles. - Daily, in person or via telephone.

Administrative staff regarding work orders, timesheets, and other personnel related items. - Weekly, in person or via telephone.

**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?**

Consequences of an error could include spending state resources to repair or maintain a vehicle that are unnecessary. Also, not repairing or maintaining the vehicle to OEM/State/Federal recommendations, regulations, or policy and procedures which could put the operator or general public at risk if not operating a vehicle to safety standards.

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

Effective writing skills including grammar and spelling. Consistency and accuracy in the work product and the ability to independently follow through and complete assigned tasks. Clear and professional communication and human relation skills are vital.

Skill in maintaining a clean and safe work and tool area and use of the standard shop tools and procedures.

**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).**

A valid State of Alaska driver`s license.

Steel toed boots or other approved personal protection equipment to avoid smashed toes from dropped or fallen objects.

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#### 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	N			
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				F

Climbing stairs			O	
Driving cars, light duty trucks				F
Driving heavy duty vehicles			O	
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				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			O	
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces			O	
Balancing on narrow surfaces			O	
Balancing on slippery surfaces			O	
Balancing on uneven surfaces			O	
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance				F
Seeing objects peripherally				F
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			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)			O	
Exposure to dust, chemicals, or fumes				F
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)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)			O	
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts				F
Work on and off moving equipment			O	
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters			O	
Exposure to high noise levels				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)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
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	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.**

Work in a shop environment and outside in all weather conditions. Temperatures can fluctuate between -30 and +90 degrees. Must be able to manipulate tools in confined spaces. Ability to use precision measuring devices. Ability to retrieve information from computer programs. Ability to ensure computer calibrations are adjusted properly. Ability to think and reason logically and recommend alternative solutions to problems encountered. Work under defined deadlines and in an efficient manner. Ensure adequacy of resources, equipment and tools available to do the work. Work and communicate effectively in a team environment.