

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

DIVISION: <b>DMVA/Army National Guard/FMO</b>		PCN: <b>09-0222</b> <b>(Position Description Attached)</b>	
JOB CLASS/TITLE: <b>Maintenance Generalist SubJourney II</b>		WHEN POSITION IS NEEDED: <b>asap</b>	
WAGE GRADE: <b>56</b>		DUTY STATION: <b>Anchorage/JBER</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

PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: <b>for base access</b>	COMMENTS/SPECIAL REQUIREMENTS: <b>Forklift Certification and AK Drivers License</b>
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CANDIDATE MUST SUBMIT:

- Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71)
- Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form
- Criminal Convictions: Must provide a copy of the judgement from the Court for any Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN\* clearance, must provide judgement for all convictions regardless of date.
- Copy of certifications and licenses
- Other: **Copy of forklift certification**

*Note: Candidates who do not provide the required information at the time of application may be rejected.*

CONTACT: <b>Tracy Smith</b>	PHONE NUMBER: <b>907-276-7211 Ext 3</b>  FAX NUMBER: <b>907-279-7171</b>  EMAIL ADDRESS: <b>tracy@local71.com</b>
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## 2. Duties

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

This position is under the direction of the Maintenance Specialist Lead, it provides support to the department/division for proper building, mechanical, and grounds maintenance of facilities for the Military and Veterans Affairs, Army National Guard.

### 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: Building Maintenance		
E/M	% of Time	Duty Statement
E	50 %	Under the direction of a Journey level employee, provides routine and preventive maintenance, repair, and replacement of building components and structures to include but not limited to: painting interior and exterior surfaces; replace plumbing, door, window, and cabinet fixtures; troubleshoot plumbing and heating problems; repair and replacement of carpet and flooring; system furniture set up and take down; lighting fixture repair and replacement; visual and audio inspections of building systems to include plumbing, HVAC, electrical and structural

Functional Area Title: Mechanical Maintenance		
E/M	% of Time	Duty Statement
E	35 %	Under the direction of a Journey level employee, provides routine and preventive maintenance, repair, and replacement to mechanical equipment to include but not limited to: HVAC, building systems, motors, tools, and vehicles. Tasks include: changing oil, lube, and filters, sharpening blades, belt tension check and replacement, clean and replace fan components, clean, inspect and adjust boiler and furnace components

Functional Area Title: Warehouse Maintenance		
E/M	% of Time	Duty Statement
E	15 %	Under the direction of a Journey level employee, acts as warehouse assistant to the Journey level employee, including but not limited to: stock purchase, receive delivered stock, move stock from warehouse to work site, shipping, performs duties as expeditor as required, assists in materials inventory and cleaning warehouse areas.

**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.).**

Hardware:

Desktop or laptop computer with associated printers (daily)

Cell phone (daily)

Software:

Microsoft outlook (daily)

Microsoft Excel (daily)

Microsoft Word (3-5 times per month.)

Maximo (as required).

**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.).**

Full size vehicles (daily)

Forklift (1-2 times per week)

Platform aerial man lifts (2-3 times per month)

Riding lawn mower (2-3 times per week)

Push lawn mower 2-3 times per week

Riding mower (daily seasonal)

Push mower (2 times weekly seasonal)

Gas powered weed trimmer (daily seasonal)

Snow blower (daily seasonal)

Application of ice melt (daily seasonal)

Snow shovel (daily seasonal)

Step ladder (2 times weekly)

Other tools used include: circular saw, chain saw, jig saw, drills, and other small powered hand tools, Equipment operations include: small riding snow blower, tool cat, bob cat, and use of a trailer

**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.).**

Occupational Safety and Health Administration regulations (OSHA)- daily

Comply with the governing regulations, policies and procedures - daily

Equipment owner's manual - 2 times weekly

Safety Data Sheets (SDS) as required

Military directives - weekly

**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.**

This position is directed by the Foreman through the assigned Lead as to what he/she will be doing on a daily basis. If the individual notices other problems while working he/she will bring it to the attention of a higher level employee or the Foreman and get direction. Generally has the authority to make decisions necessary to carry out their assigned duties in a safe and efficient manner.

**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.**

Receives work assignments from the Lead as directed from the Foreman. - Daily

Journey level employees - Daily

**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?**

Failure to follow safety procedures, while operating or maintaining equipment could result in loss of an appendage, or death.

Entering improper or incorrect data on an facility access request. This type of error may delay the process of a customer, or for that matter, the access could be denied temporarily.

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

The ability to communicate effectively on two-way radios is essential for successful understanding of the job description, as well as understanding the requirements listed in the job classification specification, safety

procedures and communication with military personnel. The incumbent is required to be proficient in speaking and writing clearly and effectively.

**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).**

Requirements to remain in this position, you must possess and maintain the following:

Must be able to wear a pressure regulated respirator and receive a baseline assessment as directed by the employer.

Forklift license

Valid Alaska driver's license;

Federal and state security clearance;

DOD issued ID card required for base access

## 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		P		
Jumping		P		
Bending or twisting			O	
Squatting or kneeling		P		
Crawling		P		
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				F
Driving heavy duty vehicles				F
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers				F
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces	N			
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment		P		
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		P		
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				F
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes		P		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
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)		P		
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment	N			
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels				<b>F</b>
Exposure to infection, germs, or contagious diseases (e.g. hospital, lab, clinic, etc.)		<b>P</b>		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)		<b>P</b>		
Exposure to needles or sharp implements (e.g. hospital, kitchens)		<b>P</b>		
Use of hot equipment (e.g., kitchen ovens, lab equipment)		<b>P</b>		
Exposure to wild/dangerous animals				<b>F</b>
Exposure to insect bites or stings				<b>F</b>
Exposure to aggressive/angry people in a public protection environment	<b>N</b>			

**4.3 Other Work Demands**

Title	Rating			
	N	P	O	F
Exposure to aggressive/angry people in the work environment		<b>P</b>		

**4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.**

N/A

## 5. Supervisory Authority

This page must be completed if PCN **090222** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **090222** supervises or leads. Record **090222** '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 **090222** 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 090222 's Responsibilities and Assigned Level of Authority**

Positions Directly Supervised or Led by PCN <b>090222</b>	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									