

**STATE OF ALASKA**  
**DEPARTMENT OF CORRECTIONS**  
**Public Employees Local 71 (LTC)**  
**REQUEST FOR REFERRAL**

DIVISION: Institutional Facilities		PCN: <b>20-5249</b> (Position Description Attached)	
JOB CLASS/TITLE: Maintenance Generalist, Journey		WHEN POSITION IS NEEDED:: <b>ASAP</b>	
WAGE GRADE: <b>54 (\$24.77) DOE +Steps</b>		DUTY STATION: <b>Fairbanks Correctional Center</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

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO <input type="checkbox"/> At time of hire / <input type="checkbox"/> Within 90-days of hire TYPE OF CDL: <b>Valid AK DL</b> ENDORSEMENTS:  FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: <b>7:30 am to 4:00 pm, Monday through Friday, with a 1/2 hour meal break. Hours are subject to change, and weekend shifts may be required at times.</b>  TRAVEL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
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PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: <b>DOC Background Check</b>  DRUG/ALCOHOL TESTING: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: <b>*Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>  <div style="background-color: yellow;"> <b>Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.</b> </div>
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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:
<b>Note: Candidates who do not bring the required information to the interview may be rejected.</b>

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## 2. Duties

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

The Repair and maintenance of exterior and interior building component and system devices. The care of the grounds, preventive maintenance and service of equipment related to the physical plant.

### 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:		
E/M	% of Time	Duty Statement
E	40 %	Troubleshoot heating and plumbing problems. Repair plumbing and heating lines. Install and repair sewer lines. Rebuild heating pumps and domestic water circulating pumps. Rebuild kitchen faucets and toilet flush valves. Repair and install new pneumatic controls. Tune pneumatic controls to run at their peak performance. Repair domestic hot water tanks and lines. Maintain steam boilers and repair as needed. Maintain all steam converters, feed water tanks and condensate tanks. Rebuild and maintain feed water pumps and condensate pumps. Repair and rebuild sewer lift stations. Repair and maintain 3-85lb. Washers and 3-65 lb. Dryers. Clean and rebuild reheat coils. Repair air-handling units. Rebuild air condition pumps and repair cooling piping and cooling coils. Maintain well pump for air condition system. Troubleshooting fire panel system. Cleaning and repair smoke detectors. Repair ceramic tile and vinyl tiles. Training and supervising inmates to help the maintenance staff with repairs. Repair locks, pneumatic gates, outside electric gates and re-key locks as needed. Install and repair CCTV cameras and monitors. Repair control room controls and relays. Daily work orders that are submitted each day.
E	15 %	Preventative maintenance of the building equipment. Change oil in compressors for pneumatic control air. Change air filters as needed for supply air to the building. Inspect all kitchen equipment and lube as needed. Inspect washer and dryer belts and lube motors. Inspect Aerco steam valve proper operation. Inspect exhaust fans and belts and lube motors. Inspect all sliding doors and hinges within the building. Inspect all hardware within and out of the building.
E	13 %	Maintain grounds and landscape areas. Mowing lawns with power mowers trim trees and brush, rake leaves, and water grass as needed. The use of a gas powered weed eater to trim lawn. Maintenance staff has 265 lawn tractor to mow the large yards. Repair fence and razor ribbon. We use a 4x4 pickup with a plow to remove snow from the main parking lot, perimeter road, booking parking area and around outside maintenance shop. We also use snow blowers to make a walking path for the yard out area for prisoners to have outside recreation. We maintain all equipment for the grounds such as changing oil and minor tune-ups.
E	10 %	Repair or place electrical fixtures, electrical breakers, and equipment. Repair of coaxial cable for cable TV. Installing new electrical wire and outlets. Extension cords and male and female cord caps repair. Installing new ballast in light fixtures. Minor repairs on emergency generators.
E	8 %	Filling out purchase requests and ordering parts. Contact vendors to get the pricing on maintenance parts. Talk to vendors outside of the state of Alaska to order parts. Go and pick up parts at local vendors. Receive parts from mail room and install or place them in parts room.

E	7 %	Have the skills to work in cleaning, finish and painting of interior and exterior surface. Including methods and material that are best suited to the surface finish. Patch holes and resurface concrete.
E	4 %	Weld and fabricate, such as metal modification for a variety of structures. Be able to solder and gas weld pipes and brackets.
E	3 %	Be able to operate a computer and all the maintenance programs. Have the ability to input work orders into an excel format and print them out. Be able to use the internet to find hard to get maintenance parts.

**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.).**

Daily: Desktop computer using MS Windows XP, MS Office 2003 Suite (Word, Excel, Outlook), Video and Digital Camera Software, and Internet Explorer. Digital controls for Siemens systems using Insight (Computer Program).

**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.).**

Daily: Computers, Printers, Two-Way Radio (1250), Copier, FAX Machine, Stapler, 2 and 3-hole Punch, Cisco IP Phone 7941, Calculator, Hand and Power Tools, 4x4 Truck, Welding Machine; Boiler Tester, Pneumatic Test Instrument, Electrical Meter, Man Lifts, Ladders, and small engines.

Seasonal: Snowplow

**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.).**

Daily: All city and state ordinances; OSHA regulations, EPA regulations. Conform all trade practices and uniform plumbing, fire, mechanical and electrical codes. Department of Corrections Policy and Procedures.

**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 Maintenance Generalist Journeyman decides how the work is to be repaired or installed.

**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.**

General suppliers and retail outlets, to purchase parts or supplies, at time on a daily basis.

**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?**

Notify supervision. Possible delay in task being accomplished/completed; inoperability; and probable mishap(s).

**3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding,**

**writing, negotiating, communications, etc.).**

Must have good skills in writing and communication. Ability to locate and use shop and manufacturer`s reference books and manual. Knowledge of basic mathematics.

Must have extensive knowledge in building maintainance equipment such as HVAC System, Fire Alarm System, Waste Disposal, Electrical Generation Control and Operations, Plumbing Systems, Audio-Video System, Security Detection and Control Systems, Steam Generation and Condensate System, A/C System.

**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).**

Physical Fitness level necessary to perform duties.

Alaska Drivers License desired.

## 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		P		
Walking				F
Standing				F
Running		P		
Jumping		P		
Bending or twisting			O	
Squatting or kneeling				F
Crawling		P		
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs				F
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)		P		
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				<b>F</b>
Lifting/carrying 26-50 pounds				<b>F</b>
Lifting/carrying more than 50 pounds		<b>P</b>		
Pushing/pulling up to 25 pounds			<b>O</b>	
Pushing/pulling 26-50 pounds			<b>O</b>	
Pushing/pulling more than 50 pounds		<b>P</b>		
Balancing on moving surfaces		<b>P</b>		
Balancing on narrow surfaces		<b>P</b>		
Balancing on slippery surfaces		<b>P</b>		
Balancing on uneven surfaces		<b>P</b>		
Restraining/grappling with people in a public protection environment		<b>P</b>		
Seeing objects at a distance		<b>P</b>		
Seeing objects peripherally		<b>P</b>		
Using depth perception		<b>P</b>		
Seeing close work (e.g., typed print)			<b>O</b>	
Distinguishing colors			<b>O</b>	
Hearing conversations or sounds				<b>F</b>
Hearing via radio or telephone				<b>F</b>
Communicating through speech				<b>F</b>
Communicating by writing/reading				<b>F</b>
Distinguishing odors by smell		<b>P</b>		
Distinguishing tastes	<b>N</b>			

## 4.2 Work Environment

Title	Rating			
	<b>N</b>	<b>P</b>	<b>O</b>	<b>F</b>
Work in/exposure to inclement weather		<b>P</b>		
Work in/exposure to cold water		<b>P</b>		
Work/live in remote field sites	<b>N</b>			
Work in confined areas (under desks, in heating vents, etc.)		<b>P</b>		
Exposure to dust, chemicals, or fumes		<b>P</b>		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		<b>P</b>		
Exposure to electrical current (not outlets)				<b>F</b>
Swimming/scuba diving	<b>N</b>			
Work at heights up to 25 feet (e.g., towers, poles)		<b>P</b>		
Work at heights over 25 feet (e.g., towers, poles)			<b>O</b>	
Work in urban or highway traffic (other than driving)	<b>N</b>			
Work around moving machinery or mobile equipment		<b>P</b>		
Work around moving mechanical parts				<b>F</b>
Work on and off moving equipment			<b>O</b>	
Work on slippery or uneven surfaces			<b>O</b>	
Work/travel in boat/small aircraft/helicopters	<b>N</b>			

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

### 4.3 Other Work Demands

Title	Rating			
	<b>N</b>	<b>P</b>	<b>O</b>	<b>F</b>
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.

None.