

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

DIVISION: DOT/Division of Facility Services		PCN: <b>25-2156</b> (Position Description Attached)	
JOB CLASS/TITLE: <b>Maintenance Generalist, Journey</b>		WHEN POSITION IS NEEDED: <b>ASAP</b>	
WAGE GRADE: <b>54</b>		DUTY STATION: <b>Nome</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: ENDORSEMENTS:  FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: <b>Monday - Friday</b>  TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO <b>Western District Villages</b>
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type:  DRUG/ALCOHOL TESTING: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS:
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.

This position performs tasks to construct, troubleshoot, repair and maintain State facilities within the guidelines of current State Statutes and codes in the most efficient and economical manner possible.

Through maintenance and repair, protect the State`s building assets, improve structure longevity and provide for safety and comfort of the building occupants and members of the public.

### 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: Maintenance Generalist		
E/M	% of Time	Duty Statement
E	50 %	Performs preventative maintenance on HVAC and other building systems. Troubleshoots and repairs heating, ventilating, and air conditioning systems. Uses DDC control systems to optimize building efficiency and comfort.
E	50 %	Performs a wide variety other building maintenance, repair, and construction duties as assigned.

**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.).**

Building Interface program for on-line time sheets, work order requests, stock request, etc., on standard PC workstation - 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.).**

This position utilizes the following tools: All types of portable and stationary power & hand tools, arc and acetylene welding equipment, brazing and cutting tools, computers, electrical test equipment, pneumatic simulators, various monitors and recorders, pneumatic tools, various hoists, chains and rigging associated with heavy lifting, scaffolding and ladders, man-lifts, assorted jacks, gear pullers, various pumps, measuring tapes, compasses, squares, levels, laser levels, and all types of pipe threading equipment.

**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.).**

All Federal, State, City and Municipal Building and Utility Codes. Uniform Plumbing Code, Uniform Mechanical Code, NFPA standards, Uniform Building Code.

**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 interprets and applies codes and engineering standards. Trouble shoots components of building systems and present the findings to the supervisor for review. Develop specifications for the purchase of materials and/or contracted repairs or proceed with the required work. Occasionally works in remote locations without the immediate availability of supervision and must make judgment calls on the best course of action to take.

**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.**

Works independently but will request guidance from the Maintenance Foreman, 51 Maintenance Specialist, or 53 Maintenance Specialist when needed on more complicated tasks.

**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?**

Faulty work, or incorrect parts ordered, could render systems (heating, ventilation, and air conditioning) inoperable causing the closure of a facility or its operation. Incorrectly developed specifications for contracted repairs would result in unnecessary expense. Improper use of tools or test equipment could result in damage to control logic in control systems, injury to self or others, damage to buildings and property.

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

Written and oral communications are essential to performing the job. Ability to interpret blueprints, ladder diagrams, schematics, specifications, and control logic are essential. The understanding and use of computers and computer programs.

**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).**

Valid Alaska Drivers License

## 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	N			
Jumping	N			
Bending or twisting				F
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				F
Climbing stairs				F
Driving cars, light duty trucks				F
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)		P		
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				F
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds		P		
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				F
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone			O	
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		P		
Work in/exposure to cold water	N			
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)		P		
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)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts			O	
Work on and off moving equipment	N			
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters		P		

Exposure to high noise levels			<b>O</b>	
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	<b>N</b>			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	<b>N</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>N</b>			
Exposure to insect bites or stings		<b>P</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
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.**