

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Corrections/Institutions	PCN: 20-7673
JOB CLASS/TITLE: Maintenance Specialist Electronic Journey II/Lead	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 51A	PAY WAGE: \$26.73 + DOE (steps)
CITY LOCATION: Anchorage	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Criminal Background Check	COMMENTS:

JOB DESCRIPTION:

Responsible for maintaining and repairing, the infrastructure of the complex to support ACC (east and west buildings, outbuildings - warehouse, shop and storage bldgs). Must have the ability to complete all the duties, functions, and tasks independently, without having results reviewed in progress. Perform advanced installation, maintenance and repairs on the following: DDC equipment and systems for HVAC, lighting and Fire/Life Safety applications; CCTV equipment and systems; Premises Communication systems for voice and data, with systems comprised of metallic, cable and fiber optic technologies; Telecommunications equipment and systems; LAN / WAN systems; Broadband and radio systems; All electrical kitchen and laundry equipment power and control systems; Fire alarm components and systems; Security detection systems; Control systems, circuits and components such as gate / door operators and locking devices; Motor control center and emergency transfer switch control systems. Must have an excellent understanding of wire management practices and procedures. Able to perform electronic system interrogation to simplify security operations. Provide basic Electronics training programs as directed by the unit supervisor to instruct others in maintenance section. Ability to develop Preventive Maintenance programs and schedules for all the afore mentioned systems.

ELECTRICAL SYSTEM MAINTENANCE - Install raceway systems for power, lighting, and communication. Working with maintenance electrician, install, maintain, and repair electrical power and lighting systems. Perform basic electrical maintenance and repairs such as repair or replacement of light switches, power receptacles, light fixtures and related components while using lockout/tag-out procedures. Perform preventive maintenance on power generation system, stationary engines, and battery maintenance.

MECHANICAL SYSTEM MAINTENANCE - Perform plumbing maintenance and repairs, such as repair or replacement of sinks, toilets, faucets and mixing valves. Perform fundamental work maintaining and repairing HVAC systems. Perform physical plant preventive maintenance such as pump and compressor lubrication and changing air filters and belts.

MECHANICAL LOCKS - Install, repair, and maintain all types and styles of commercial and security grade mechanical locking devices in all types and styles of doors, doorframes, and gates. Able to properly duplicate commercial and security keys and related documentation per DOC policy. Maintain key & lock inventories according to department policy and industry standards. Install, maintain, and repair pneumatic devices such as door and lock operators.

INTERIOR AND EXTERIOR STRUCTURE MAINTENANCE - Perform skilled work in surface preparation, finishing and painting of interior and exterior surfaces using methods, techniques, devices and materials that are best-suited to the surface for the required finish. Perform skilled work in the repair, maintenance and installation of doors/frames, windows/frames, floor coverings and ceiling systems and their associated components. Repair cracked or broken tiles, wallboard or other finishes.

Other Duties As Assigned - Provide assistance to other maintenance staff as assigned, performing tasks such as snow removal or groundskeeping. Provide assistance to operations and security staff. Assist Administrative staff in providing services to the institution.

Special Skills Required, years of experience, desired, type of equipment, etc...

NICET Fire Alarm Certification or the ability to obtain one within six months of hire.

Specialized training, education skills needed to perform duties:

- Two years of collage level electronics or equivalent training or work experience.

CCTV theory and technology training.

DDC system technology, and programming. Advanced Automatic control installation, maintenance, and repair.

Fire Alarm and Fire life safety code classes.

Electrical / Electronic theory and fundamentals of electrical distribution

Advanced Electronics Systems installation, maintenance and repair. Ability to develop Preventive Maintenance programs and schedules for electronics systems. Electrical and mechanical systems maintenance knowledge as well as for locking devices. Advanced Automatic control installation, maintenance, and repair. Electrical and Electronic theory and advanced electrical distribution.

MACHINERY: Front End Loader, Bucket Lift Boom Truck, Flat Bed Truck, 1/2 and 3/4 ton 4x4 Pickups with and without Snow Plow, Gas / Diesel Generators and Auxiliary Power Units, Forklift, Snow-Blower, Lawn and Garden Equipment, etc.

TOOLS: All types of Pipe Benders, Threaders & Cutters. Refrigerant gauges, Transfer & Vacuum Pumps. Electric and Pneumatic Nailers, Sanders, Wrenches, Saws, Shears, Nibblers, Drills. Metal Lathe and Milling Machines, Wood Lathe, Arc Welder, Acetylene Welder and Cutter, Plasma Cutter, Hammers, Chisels, Trowels, Knives, Levels, Tri-square, Rafter square, Chalk-line, tape measure, Hand saws, Files, Solder guns, Propane Torch. Hand-held tools of all types.

INSTRUMENTS: Combustion Analyzers, Micrometers, Multimeters (Voltmeter, Amp meter, Ohm meter), Flow meters, Thermometers, Tachometer, Hydrometers, Weight scales, Transit, Calipers. Refrigerant gas/liquid detectors and leak detectors. Multi-gas analyzer used in confined space entry testing. Additional machinery, tools and instruments needed to complete job.

TYPE OF POSITION

<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
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal