

**Public Employees Local 71 (LTC)**  
**REQUEST FOR REFERRAL**

DEPARTMENT/DIVISION: 20/Institutions	PCN: 20-5725
JOB CLASS/TITLE: Maintenance SPC	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 53	PAY WAGE: \$24.84+DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CITY LOCATION: Sutton  Palmer Correctional Complex	

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PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: criminal  DRUG TESTING CHECK REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS:
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## JOB DESCRIPTION:

Under the general guidance of the Maintenance Foreman the incumbent is responsible for the general maintenance and repair of institutional buildings, equipment, and grounds at both Palmer Correctional Center Minimum and Medium side as needed and directed. May perform minor repairs on plumbing, heating, electrical, walls, and floors. Replacement of bulbs, switches, outlets, electrical motors and controls as needed. Concrete and floor covering repairs as needed. Window and security fence repairs as needed. Maintain and repair all facility plumbing to include repairs and installation of sinks, toilets, faucets, commercial kitchen equipment, commercial and domestic washers and dryers.

Supervise and train inmate workers in the maintenance and repair of the facilities and grounds.

Operate a variety of equipment such as trucks, dump trucks, front-end loaders, bulldozers, graders, and forklifts while performing maintenance of existing grounds, equipment and facilities to include snow removal operations.

SPECIAL REQUIREMENTS

Valid Drivers License,

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

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

## 2. Duties

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

Under the general supervision of the Maintenance Foreman, this position is responsible for maintaining and repairing the infrastructure of the Palmer Correctional Center (PCC). Incumbent must have the ability to complete all of the assigned duties , functions and tasks independently and with minimal supervision. This position leads a prisoner work crew.

To protect the State`s interest, liabilities, and obligations for the safety and comfort of the building occupants and 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: Facility Maintenance		
E/M	% of Time	Duty Statement
E	50 %	Responsible for general maintenance and repair of institutional buildings, equipment and grounds at both minimum and medium as needed, and directed to include minor plumbing repairs, minor electrical repairs. window repairs, also perform minor repairs on walls and floors. Performs responsibilities for medium security fencing repairs.  Operate a variety of equipment such as trucks, dump trucks, front-end loaders, bulldozers, and forklifts while performing maintenance of existing grounds, equipment and facilities. Incumbent is required to operate special or heavy equipment such as forklifts, front end loaders, dump trucks, and graders to move materials as well as snow removal.

Functional Area Title: Building Maintenance		
E/M	% of Time	Duty Statement
E	20 %	Maintains and repairs all facility plumbing, perform plumbing maintenance repairs and installations of sinks, toilets, faucets. Performs carpentry construction, alteration, renovations and repairs of buildings. Performs materials estimate. Responsible for general maintenance and repair of institutional buildings, equipment and grounds. Troubleshoot and repair commercial kitchen equipment, commercial and domestic washers/dryers. Order and maintain an inventory of miscellaneous hardware items including metal fastener, spring, brass fittings, automotive wire and electrical fittings. Provide maintenance support for all other trades. Assists in heavy equipment operation during large snow events as needed and directed by the Foreman.

Functional Area Title: Supervise Prisoner Work Crew		
E/M	% of Time	Duty Statement

E	10 %	Exercises lead responsibilities and training of a prisoner work crew on a daily basis. Assign work, ensure prisoner uses the proper equipment in a safe and efficient manner. Ensure all tools and equipment is turned back in and stored in the proper location. Inspect tools to check for breakage or damage. Track prisoner work hours, review weekly gratuity sheet for accuracy and approve inmate work hours.
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<b>Functional Area Title: Tool &amp; Equipment Maintenance</b>		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
E	15 %	Accountable for all tools and equipment within the institution. Maintain all equipment in top working order. Account for all tools used on facility grounds. Inventory and account for broken tools, dispose of broken tools and equipment properly, replace broken tools as needed. Maintain maintenance records on all equipment. Maintain an inventory of needed equipment filters, belts, oil etc.

<b>Functional Area Title: Other Duties as Assigned</b>		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
M	5 %	Participate in required staff meetings, training and security briefings. Perform other 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.).**

Personal computer, Microsoft Word, Outlook, Excel, Access (used 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.).**

Blueprints, plans, schematics and specifications, two way radio.

**MACHINERY:** (Daily) Front end loaders, Bucket Lift Boom Truck, Flat Bed Truck, 1/2 and 3/4 ton 4x4 Pickups with & without snow plow, sedans, Gas / Diesel generators and auxiliary power units, Fork lift, Snow-blower, and Lawn & garden Equipment, etc.

**TOOLS:** (Daily) 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:** (Weekly) Combustion Analyzers, micrometers, Multimeters (volt meter, amp meter, ohm meter), flow meters, thermometers, tachometers, hydrometers, weight scales, transit, calipers, refrigerant gas/liquid detectors & Leak detectors. Multi-gas analyzer use in confined space entry testing.

**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.).**

National Electric Code, International Building, Fire, Fuel and Electric Codes, National Electric Code, FCC Regulations for telecommunications and radio, Uniform Plumbing and Mechanics Code, Alaska Statutes, Alaska Administrative Code, Bargaining Union Agreements, Department of Corrections Policy and Procedures, Standard Operating Procedures and Post Orders.

**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.**

All adjustments, fine tuning, repair and replacement required and ordering new parts and equipment. Responsible for lining out and obtaining tools and materials for each job. Correcting life/safety hazards that can be immediately corrected. Direct the workload and responsibilities to the working crew under incumbent`s supervision.

**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.**

Daily contact with employees and prisoners at the PCC. Telephone contact with vendors weekly/bi-weekly 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?**

Job duties require working around large pieces of machinery with moving parts and hazardous materials while working with unskilled prison workers. Potential for injury is high.

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

Required to have considerable knowledge of building codes; OSHA safety requirements; state and federal environmental protection requirements, state contracting requirements.

**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 Drivers License.

Incumbent must obtain fork lift training and certificate within 6 months of employment.

First Aid and CPR certificate within first year of employment.

Within a year of employment acquire a Small Water Treated Systems Certificate.

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

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces		P		
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			O	
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g., typed print)			O	
Distinguishing colors			O	
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech			O	
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			O	
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)			O	
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)				F
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)			O	
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			O	
Work around moving mechanical parts			O	
Work on and off moving equipment		P		
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters	N			

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>P</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>N</b>			
Exposure to aggressive/angry people in a public protection environment		<b>P</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.**

## 5. Supervisory Authority

This page must be completed if PCN **205725** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **205725** supervises or leads. Record **205725**'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 **205725** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

<b>PCN 205725's Responsibilities and Assigned Level of Authority</b>									
Positions Directly Supervised or Led by PCN <b>205725</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									