

STATE OF ALASKA

Public Employees Local 71 (LTC) REQUEST FOR REFERRAL

DEPARTMENT: Transportation & Public Facilities		PCN: 25-0304 (Position Description Attached)	
DIVISION: State Equipment Fleet			
JOB CLASS/TITLE: Mechanic, Auto, Advanced Journey/Lead		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: WG53- \$23.60+DOE (steps)		DUTY STATION: Anchorage	
CONTACT: Tracy Smith		PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com	
<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 checked="" type="checkbox"/> YES / <input type="checkbox"/> NO <input type="checkbox"/> At time of hire / <input checked="" type="checkbox"/> Within 90-days of hire TYPE OF CDL: Class A ENDORSEMENTS: None	WORK SCHEDULE: Friday-Monday 7am-5:30pm
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: Criminal and Driving History DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input 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"/> Resume and list of 3 references (Note: WPA application OR resume and 3 references is sufficient) <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 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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Position Control Information	Duties	Other Work Detail	Work Demands	Supervisory Authority	Department Request and Certification	Staffing Chart & Attachments	Analysis
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Class Title:
Mechanic - Automotive - Advanced Journey/Lead

Position Control Number (PCN): 250304

2. Duties

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

Under general supervision, professionally maintain all heavy equipment associated with the construction and maintenance of secondary roads and other user agency vehicles being operated in the area requiring repair. Examples of equipment include, but are not limited to, motor graders, loaders, dump trucks, roller compactors, sand spreaders, backhoes and tractor-trailer combinations.

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: Vehicle Maintenance and Repair		
E/M	% of Time	Duty Statement
E	90 %	<p>This is an advance journey level mechanic position required to independently diagnose, repair, and maintain a wide variety of heavy-duty equipment for the State Fleet. This includes computerized diagnostics and the ability to repair electronic and mechanical systems. The incumbent must be able to resolve unusual or complex equipment problems through a variety of techniques and methods.</p> <p>In a shop or remote setting, the incumbent independently performs routine and specialized repair and maintenance on a variety of heavy equipment with diverse components and diagnostic requirements. An example of equipment would be motor graders, loaders, trucks of all types, snow blowers, and sanders, often from different manufacturers and a wide range of model years. The incumbent is required to have a base working knowledge of the equipment components in order to move the equipment for service and have the ability to correctly diagnose problems not specified in applicable programs.</p> <p>The incumbent, at a minimum, must be able to diagnose, maintain, repair, and modify the following systems:</p> <p>Transmission and drive trains including clutch assembly, diagnostic work on mechanical, pneumatic, manual, and automatic transmission; Suspension systems; Engine and emission systems, including fuel injection systems, electronic control modules and their related components and circuitry, which may include a total engine overhaul; Hydraulic systems; Brake systems, including air brakes; and direct current (DC) electrical systems for heavy and light duty equipment.</p> <p>The incumbent must also have the following abilities:</p> <p>Welding, including MIG, arc, and gas welding and brazing; Tire repair and replacement on all types of equipment; and</p> <p>Body and frame repair.</p>

Functional Area Title: Administrative		
E/M	% of Time	Duty Statement
E	7 %	Incumbent will assist in maintaining the shop work orders, including paper and

electronic copies. Track all tasks and parts used on projects through the work order system. It is paramount that the incumbent have the ability to accurately track labor time and parts utilization.

Functional Area Title: Travel

E/M	% of Time	Duty Statement
E	3 %	Travel as required to remote locations both on short-term and long-term assignments.

Percentage Total: 100%

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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.).

PC Computer - daily to access Microsoft Outlook and Equipment Management System (EMS).

EMS - bi-weekly, to open work orders, check preventive maintenance schedules for equipment and check equipment status.

Microsoft Outlook - weekly to check email correspondence from management.

Laptop computer - perform diagnostic evaluation of heavy-duty equipment as necessary.

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, utilize computerized diagnostic equipment and test devices, welding tools, general shop equipment and hand tools, hydraulic, pneumatic, and power driven equipment, machining and lathe tools, paint sprayers, precision measuring tools, cranes in the maintenance and repair of vehicles and equipment.

Daily, operate heavy-duty equipment to and from the shop for testing, driving and diagnostic purposes.

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.).

Alaska Statutes

SEF Policies and Procedures

SEF Mechanic`s Guide

Service and Parts manuals from various vendors, both in paper and electronic

OSHA rules

Union contract

State and Federal regulations regarding commercial vehicles

ADOT&PF Safety Manual, and Materials Safety Data Sheets

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.

Independently assess if resources, equipment, and tools are available to repair and maintain the equipment assigned to the station and perform those tasks such as diagnosis and repair of vehicle problems or regularly scheduled maintenance, order parts, parts stocking, and shop clean-up.

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.

Supervisor: regarding performance evaluation, work schedule, scheduled maintenance and course of action, and disciplinary actions, if necessary.

Executive branch agency representative: discuss problems with vehicles and/or discussion of course of action taken on vehicles.

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?

If the mechanic should not repair the vehicle to Original Equipment Manufacturer (OEM) or state or standards, this could place the operator and/or public in harm's way.

Not correctly diagnosing equipment problems could result in delays or the purchase of unnecessary parts for installation on the vehicle/equipment. Delays in repairs could result in red tagged equipment, which could lead to road closures.

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

Incumbent shall possess effective writing skills including grammar and spelling. Demonstrate consistency and accuracy in the work product and the ability to independently follow through and complete assigned tasks. Clear and professional communication and human relation skills are vital.

Skill in maintaining a clean and safe work and tool area and use the standard shop tools and procedures.

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 Class "A" commercial driver`s license (CDL) with no endorsements is required to perform the duties of this position.

Steel toed boots or other approved personal protection equipment to avoid smashed toes from dropped or fall objects.

Schooling in engine transmission, power shift transmission, special training in brakes, suspensions, front ends, electrical troubleshooting, welding, and hydraulics are desirable.

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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:

- | <u>Rating</u> | <u>Description</u> |
|--------------------------|---|
| 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	N			
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling				F
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				F
Using floor mounted foot controls to operate equipment (e.g., not driving a car)				F
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				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds				F
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds				F
Balancing on moving surfaces			O	
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				F
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell			O	
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			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)			O	

Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)				F
Exposure to electrical current (not outlets)			O	
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)			O	
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment			O	
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters		P		
Exposure to high noise levels				F
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)			O	
Use of hot equipment (e.g., kitchen ovens, lab equipment)			O	
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment	N			

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.

Work in a shop environment and outside in all weather conditions. Temperatures can fluctuate between -50 and +90 degrees. Incumbent must be able to manipulate tools in confined spaces. Ability to ensure computer calibrations are adjusted properly. Ability to think and reason logically and recommend alternative solutions to problems encountered. Work under defined deadline and in an efficient manner. Ensure adequacy of resources, equipment, and tools available to do the work. Work and communicate effectively in a team environment. Position is subject to random drug and alcohol testing. Use of hot equipment: The incumbent will occasionally be required to work with electrical arc welders, oxy acetylenes welding and cutting equipment, plasma torch cutters, soldering equipment, heat guns for heat shrink operations and exposed to hot engines, hydraulics, exhaust stems, and radiators. Ascending/Descending ladder - required for many duties, climbing upon boilers, roofs of vehicles, accessing large heavy duty equipment to perform maintenance. Climbing stairs - required to access 2nd floor of the positions work site; parts room, heavy

duty break room and other areas of the facility. Work at heights up to 25 feet - support many agencies bucket trucks, also performs maintenance on graders and other equipment. Work in boats/small aircraft - the position may travel to bush communities using small boat or small aircraft to perform duties.