

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

DIVISION: <b>Anchorage International Airport</b>		PCN: <b>(Position Description Attached)</b>	
JOB CLASS/TITLE: <b>Maintenance Specialist Electrician II</b>  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		WHEN POSITION IS NEEDED: <b>ASAP</b>  DATE(S) / TIME FOR INTERVIEW/TESTING (IF KNOWN): <b>Within the next two weeks</b>  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
WAGE GRADE: <b>51 \$26.73 + DOE (steps)</b>		DUTY STATION: <b>Airfield Maintenance</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 checked="" type="checkbox"/> Within 90-days of hire TYPE OF CDL: <b>B</b> ENDORSEMENTS:  FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: <b>24/7 duty station</b>  <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Swing Shift Differential 3.75%</div> <div style="border: 1px solid black; padding: 5px;">Grave Shift Differential 7.5%</div>
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: <b>Fingerprint Background Check</b>  DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: <b>See attached LTC Job Announcement.</b>
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 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.

FAA Regulations Part 139 requires inspections and maintenance of the airport lighting to insure the safety of the public transportation system

### 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: Responsibilities assigned to and Tasks Performed by this position		
E/M	% of Time	Duty Statement
E	30 %	Inspect and maintain runway and taxiway lighting on a daily basis. to replace damaged or missing fixtures, to find open circuits and repair as quickly as possible to ensure the adherence to FAA regulations and airport safety standards.
E	5 %	Trouble shoot problems with regulators, emergency generators, power distributions, data lines, electronic controls.
E	5 %	Perform cable/utility locates for contractors and utility companies when construction is being done on the airport.
E	5 %	Review, study and assist in the approval process of blue prints and building permits on new change orders and impart new ideas and recommendations with other departments.
E	10 %	Maintain guidance signs for runway and taxiways and to repair and replace lettering if needed.
E	5 %	Keep underground electrical manholes pumped and cleaned of water and dirt that can lower resistance to ground on main feeders.
E	5 %	Trench and install new underground services and run conduit. to pull new wire or replace old wire due to ice damage.
E	5 %	Run meggar test on all main feeders to check insulation resistance to ground.
E	5 %	Break down light fixtures and sand blast parts and repaint, add new parts and lamps when needed and test them.
E	5 %	Log all reports daily and work with computers for work orders and inventory and also part time supervision when needed. The incumbent may lead other electricians and assign duties in the field.
E	5 %	Maintain and install parking lots, street lighting and exterior building lighting systems.

E	5 %	Install and maintain runway surface monitors.
E	5 %	Trouble shoot, maintain and repair; auto gates and guard shacks that control access to the Aircraft Operations Area.
E	5 %	Trouble shoot, maintain and repair; electric devices, timers and other components of the control systems.

**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.).**

AIA System(daily), MS Office(couple times a week), Internet (as needed), Mozilla(as needed), Viso(2 - 3 x weekly), Auto Cad(2 - 3 x weekly), and Adobe (as needed). ADB airfield lighting computerized control Equipment. (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.).**

Equipment is used on an as needed basis depending on construction, weather, etc.

Hand Tools (all kinds)

Power Tools (all kinds) Back Hoe

Special Tools 2-way Radio

Fork Lift

Bucket Truck

Vactor Truck

Water Truck

Flat Bed Truck

Snow Plow Truck

Pick Up Trucks

Service truck

**Test Equipment:**

Megger

Volt Meter

Ohm Meter

Amp Probe

Cable Locater

Light Meter

**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.).**

- Federal Aviation Regulations Part 139 for certified airports
- National Electric Code as well as applicable city and state codes
- FAA Advisory Circulars - 150
- FAA and FCC rules and regulations
- Valid Alaska CDL drivers license
- Knowledge of electrical schematics, blue prints and drawings
- State Electrical Fitness Certification
- OSHA Regulations
- 8000 hours of apprenticeship training
- NFPA 70E Electrical Safety in the workplace

**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.**

- Airfield Maintenance Foreman Coordination of work - Continuously
- Building Maintenance Foreman Coordination of work - Occasionally
- Airport Operations runway closers - Continuously
- FAA Control Tower Coordination of work and radio communications - Daily

**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.**

Contractors - locates, lockout, airfield lighting info. (Daily)

Maintenance 1/Airport 10 - runway closures, assistance with equipment. (Daily)

Vendors - parts and materials. (Weekly)

**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?**

Worst case - runway incursion - loss of life and/or aircraft/vehicles

Electrical - shock hazard - injury or death

Conflict - with aircraft on taxiways - damage to vehicles/aircraft - delays

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

Required to have current First Aid and CPR card and in emergency situations we have authorization to take whatever course of action is needed to maintain a safe and dependable airport lighting system. Must acquire radio communication skills with ATC. Must learn and understand constant current systems.

**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).**

- State of Alaska Fitness Certificate - Electrician
- Valid/Current Alaska CDL Class B
- First Aid/CPR
- National Electric Code
- OSHA Regulations
- FAA Advisory Circulars

## 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				F
Squatting or kneeling				F
Crawling		P		
Reaching above shoulder level			O	
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs			O	
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)		P		
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			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces		P		
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
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			O	
Distinguishing odors by smell				F
Distinguishing tastes	N			

#### 4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work/in/exposure to cold water				F
Work/live in remote field sites				F
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)			O	
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts		P		
Work on and off moving equipment		P		
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters		P		



Exposure to high noise levels				<b>F</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>N</b>			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	<b>N</b>			
Exposure to wild/dangerous animals		<b>P</b>		
Exposure to insect bites or stings			<b>O</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.

Stress working around arriving and departing aircraft during inclement weather conditions. Responding to aircraft emergencies and the possibility of dealing with and assisting injured victims. 1) Exposure to high voltage electricity (2000V - 3000V)- Daily 2) Working around toxic and explosive chemicals - Occasionally 3) Unavoidable exposure to hazardous working conditions necessary to accomplish assigned work - Daily 4) Working with hazardous materials - Occasionally - Summer 5) Working with all kinds of power tools - Often - Year Round 6) Working out of a 65' boom truck - Year round 7) Operating a vehicle in blizzard conditions - Winter Season 8) Exposure to extreme cold - Winter Season - Daily - All Day 9) Working on live and closed runway's with possible landings by commercial aircraft because of missed approaches - Daily - Year Round

## 5. Supervisory Authority

This page must be completed if PCN **250941** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **250941** supervises or leads. Record **250941** '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 **250941** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 250941 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN <b>250941</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									