

STATE OF ALASKA

DEPARTMENT/DIVISION: DHSS / APH	PCN: 02-7635
JOB CLASS/TITLE: Maintenance Generalist Foreman	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 52	PAY WAGE: \$ 25.27/hr. + DOE
CITY LOCATION: Ketchikan	
CONTACT: Linda Murphy	PHONE NUMBER: 907-586-6993 FAX NUMBER: 907-586-5757 EMAIL ADDRESS: linda@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS: This is a full time position.

JOB DESCRIPTION:

The Ketchikan Pioneer Home is recruiting for a permanent full time Maintenance Generalist Foreman. The incumbent will manage and direct the Maintenance Department and the Environmental Services Department and is responsible for the overall maintenance and cleaning of the facility.

The job involves the repair and maintenance of exterior and interior buildings, building components and system devices, structures, the surrounding grounds, the preventive maintenance and servicing of equipment and related manual physical work, maintain a clean, orderly and safe environment for employees and residents and supervise maintenance, housekeeping, janitorial and laundry personnel to included scheduling, assigning work, training, hiring and evaluating department staff.

The incumbent will work within budget to provide personnel, supply and equipment needs. This position will develop, update and implement departmental policies and ensure that various state and federal rules and regulations are followed.

The incumbent should have extensive knowledge of and be able to properly use the necessary machinery, chemicals and procedures used within the maintenance and environmental services departments. This position performs all duties and tasks of department staff when absences occur within the department or when the need arises.

Desired strengths that are essential to this position:

The ability to provide strong leadership and organization to the departments.

Able to work as a team member and the ability to get along with peers, family members and residents in the facility.

Excellent communication skills, the ability to function independently and handle crisis situations in a calm and effective manner.

Excellent work habits such as punctuality, attendance and observation of safety regulations.

Skills and patience necessary to deal effectively with geriatric residents who have Alzheimer's and related dementia.

Able to lift up to 50 lbs.

Able to cover varied shifts, including some weekends and holidays.

SPECIAL REQUIREMENTS

- Must be able to communicate effectively orally and in writing with staff, provide and accept feedback.
- Must be able to work around pets, including dogs, cats, and birds.
- Must be able to pass a criminal background check and fingerprint check.
- Must be able to understand and comprehend OSHA requirements including MSDS and guidelines regarding proper chemical use.
- The ability to understand and comprehend division policy and procedures including fire, disaster, and evacuation plans.
- Must be able to work well and communicate effectively with the geriatric population as well as the nursing staff on duty.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Use of Power hand tools, circular saws, drills, welders, wrenches, screw drivers, hammers, clamps, saws, ladders, electrical testing devices, thermometers, vacuums, waxing machine, carpet extractor, mops, brooms, washing machine and dryer, hand truck, cart, plunger, laundry carts, tool carts, paint brush/roller. Occasional use of sewer line power auger and pressure sprayer and seasonal use of snow plow, deicer/salt spreader, snow shovel, lawn mower, weed eater, yard vac/blower, and edger.

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.

This position manages and directs the maintenance department and the environmental services department for The Ketchikan Pioneer Home. This position is responsible for the overall maintenance of the physical plant. This position is responsible for the oversight of the environmental services department which includes janitorial, housekeeping, and laundry personnel.

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: Supervisory		
E/M	% of Time	Duty Statement
E	25 %	<p>Set work schedules for employees and provide necessary coverage for annual leave and sick leave. Regularly review staff schedules to determine if the needs of the building are being met in the most efficient manner and in the best interest of the residents. Change schedules as needed if this is not the case.</p> <p>Review and approve employee time sheets and submit to personnel on or before the deadline for each pay period.</p> <p>Interview and hire new employees and participate in necessary orientation. Train each employee to the equipment needs, daily expectations and standard of performance.</p> <p>Provide feedback to employees who require improvement in performance and monitor to be sure improvement occurs and is sustained. Complete performance evaluations that are on time and thorough.</p> <p>Provide feedback to labor relations and to the administrator if sustained improvement does not occur so the progressive discipline process can begin. If necessary participate in pre-determination meetings with staff and provide input and feedback on discipline decisions.</p>

Functional Area Title: Maintenance Duties		
E/M	% of Time	Duty Statement
E	50 %	<p>Provide Fire Drill training and safety exercises related to evacuation. Complete and review records and make available for onsite inspections that are scheduled and unscheduled.</p> <p>Review and maintain existing policy and procedures for the maintenance and environmental services department and make amendments and update as needed.</p> <p>Update Fire and Disaster and Evacuation plan as needed and review with staff regularly.</p> <p>Review and prioritize daily work orders and preventative maintenance tasks.</p> <p>Utilize the electronic maintenance system to track work orders and preventive maintenance duties.</p> <p>Review and track maintenance needs for the state vehicles located at the Ketchikan Pioneer Home. Contact DOT when a repair is needed and deliver the vehicle to DOT for drop off and pick up.</p> <p>Renovate and repair resident rooms as needed when rooms become available. This can</p>

include painting, sanding, and installing carpet.

Work with DHSS facilities maintenance staff and the administrator to determine capital needs and deferred maintenance projects.

Supervise subcontractors who are in the building for repairs of systems outside the scope of the maintenance department.

Update MSDS sheets for the entire building and keep available upon request. Organize and keep all other pertinent safety data for the entire building.

Review and track the needs of exterior grounds of the KPH and mow and weed as needed when time is available.

Provide onsite project management of large scale contracts as DHSS Facilities Staff are not present in the building.

Functional Area Title: Environmental Services

E/M	% of Time	Duty Statement
E	10 %	<p>Walk through and inspect building regularly for any safety issues not reported and for infection control and cleanliness of building.</p> <p>As the need arises help staff when necessary to keep the building clean and properly disinfected. This could include, mopping, sweeping, vacuuming, carpet cleaning or doing laundry.</p> <p>Attend regular team meetings to determine needs of the building and to represent the maintenance and environmental services departments for issues related to communication between departments.</p>

Functional Area Title: Administrative

E/M	% of Time	Duty Statement
E	10 %	<p>Determine supplies needed for the department based on past use and based on current need and complete purchase orders. Contact vendors when necessary to determine cost and shipping and availability of items.</p> <p>Manage the operating budget for the department and meet monthly with the Administrator to discuss costs and possible over-runs if there are unplanned equipment needs. Determine where else to prioritize funds if there is money allocated for one line in the encumbrance that could be better spent in another area of the department.</p> <p>Set up and negotiate bid abstract when necessary.</p>

Functional Area Title: Procurement

E/M	% of Time	Duty Statement
E	5 %	<p>Check in freight for the department and complete necessary forms as required.</p>

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.).

Daily - Word, Excel, Outlook for windows PC, printer, calculator, copier, fax, telephone - creat schedules, performance evaluations, memorandums, instruct employees, contact vendors, track work orders, and maintenance projects.

Weekly - MAXIMO-computerized meintenance management program, Johnson Controls METASYS-HVAC direct digital control system, Johnson Controls P2000 Electronic door lock/door control system, Johnson Contols/Genetic- CCTV video security monitoring system,

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/weekly - Power hand tools, circular saws, drills, welders, wrenches, screw drivers, hammers, clamps, saws, ladders, electrical testing devices, thermometers, vacuums, waxing machine, carpet extractor, mops, brooms, washing machine and dryer, hand truck, cart, plunger, laundry carts, tool carts, paint brush/roller

Occasional - Sewer line power auger and pressure sprayer,

Seasonal - Snow plow, de-icer, salt spreader, snow shovel, lawn mower, weed eater, yard vac/blowers, edger

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.).

Manufacturers Technical/Service/Repair Guides - As necessary for equipment repairs.

SOA guidelines for procurement via established contracts, and large purchase abstracts. Building safety guidelines from International Building Code, Life Safety Code, Fiore Safety Code, Assisted Living licensing requirements, OSHA compliance. Used on a continual basis and may be used as a reference as situations demand.

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.

Authority/Independence used on an as needed basis, potentially several times daily. Generally will research for best value/source of supply for general maintenance supplies and specific repair parts and procure those required items.

Department of Administration - Level I procurement authority.

Department of Transportation & Public Facilities contrstruction procurement authority for contractual work of less than \$5000.

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.

DHSS staff, DOT/PF Facilities staff, various vendors, contractors, general public, inspectors and in house staff. Reasons for contact are multifaceted from procuring supplies/services to interaction with staff for daily functionality of the facility

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?

Potential life threatening injuries to excess repair costs and down time for equipment repairs

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

Must be knowledgeable with computers and other digital equipment. Must be knowledgeable about electricity and be able to repair electrical circuits with voltage range from 120 VAC to 480 VAC. Must be knowledgeable about plumbing repairs and all phases of piping (domestic, sewer, heating, and cooling systems). Must be knowledgeable about local building and fire codes and all state and federal regulatory codes related to electrical, plumbing and HVAC. Must be knowledgeable with basic heating and generator repairs. Must be knowledgeable with basic carpentry skills. Must be knowledgeable about digital controls and surveillance camera programming as well as security systems, wanderguard systems and other resident monitoring equipment. Must have basic knowledge of the Eden Alternative and the philosophy of maximizing the quality of the residents lives. Must have basic knowledge of the electronic resident record and supporting software. Must have basic knowledge of computer and printer repairs.

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).

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		P		
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			O	
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)			O	
Fine manipulation with fingers				F
Pinching with fingers			O	
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		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	N			
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				F
Distinguishing odors by smell			O	
Distinguishing tastes		P		

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work in/exposure to cold water			O	
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)		P		
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
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			O	
Work around moving mechanical parts				F
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters	N			

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

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 **027635** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **027635** supervises or leads. Record **027635**'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 **027635** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **Yes** If no, skip this section.

PCN 027635 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 027635	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
027638	3	3	3	4	1	1	1	1	1
027636	3	3	3	4	1	1	1	1	1
027637	3	3	3	4	1	1	1	1	1
027639	3	3	3	4	1	1	1	1	1
027646	3	3	3	4	1	1	1	1	1
027647	3	3	3	4	1	1	1	1	1
027649	3	3	3	4	1	1	1	1	1
027650	3	3	3	4	1	1	1	1	1
027655	3	3	3	4	1	1	1	1	1