

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

DIVISION: DOT&PF/State Equipment Fleet		PCN: 25-1503 (Position Description Attached)	
JOB CLASS/TITLE: Mechanic, Automotive, Advanced Journey/Lead		WHEN POSITION IS NEEDED: ASAP	
FLEXIBLY STAFFED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO		DATE(S) / TIME FOR INTERVIEW/TESTING (IF KNOWN): N/A	
WAGE GRADE: 53		LTC Schedule Interview? : <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	
DUTY STATION: Valdez			
<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 120-days of hire TYPE OF CDL: Class A ENDORSEMENTS: FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: Monday through Thursday, 6:00 AM to 4:30 PM TRAVEL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: CDL history check, background check DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: <i>Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.</i>
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"/> 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>	

EMAILED THIS FORM TO LOCAL 71: <input checked="" type="checkbox"/> Northern Region - Joleen@local71.com <input type="checkbox"/> Central Region - Tracy@local71.com <input type="checkbox"/> Southeast Region - Linda@local71.com	DATE: TIME:
Department Human Resource Recruitment Email: dot.recruitment@alaska.gov	

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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): 251503

2. Duties

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

To professionally maintain all heavy equipment associated with the construction and maintenance of secondary roads and rural airports including, but not limited to, motor graders, loaders, dump trucks, roller compactors, sand spreaders, backhoes, and tractor-trailer combinations. Also, maintain light duty equipment associated with the construction and maintenance of secondary roads and other user agency vehicles being operated in the area-requiring repair.

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: Maintenance		
E/M	% of Time	Duty Statement
E	90 %	<p>This is an advanced 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 mechanic 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 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> <ul style="list-style-type: none"> • Transmission and drive trains including clutch assembly, diagnostic work on mechanics and pneumatic and manual and automatic transmissions. • Suspension systems.

- Engine and emission systems, including fuel injection systems, electronic control modules and their related components and circuitry. This may include total engine overhaul.
- Hydraulic systems.
- Brake systems, including air brakes.
- Direct current (DC) electrical systems for heavy and light duty equipment.

The incumbent must also have the following abilities:

- Welding, including mig, arc, and gas welding and brazing.
- Tire repair and replacement on all types of equipment.
- Body and frame repair.

In remote, single mechanic stations, the incumbent must also diagnose, repair, and maintain light duty automotive equipment using electronic diagnostic equipment.

Functional Area Title: Administration

E/M	% of Time	Duty Statement
E	6 %	Incumbent must prioritize work projects and is responsible for maintaining the shop work orders, including paper and electronic copies. Track all tasks and parts used on projects through the work order system. Ability to accurately track labor time and parts is paramount. Maintain, order, and inventory camp parts stock, insuring that all parts are accurately tracked through the equipment management system and through work orders.

Functional Area Title: Travel

E/M	% of Time	Duty Statement
E	4 %	Travel to remote locations, both on short and long-term assignments, to maintain the State's fleet.

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 – weekly to check e-mail, conduct correspondence, and input work orders as needed.

Microsoft Outlook or Outlook Web Access – weekly to check e-mail and conduct correspondence.

Equipment Management System (EMS) Database – weekly to check on status of equipment, open and input work orders as needed.

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.).

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 and the ability to operate the vehicles and equipment to and from the shops while working on them. Must have general knowledge of PCs and office tools to conduct day-to-day business in a shop location.

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.).

Daily – Alaska Statutes; State Equipment Fleet policies and procedures related to the operation of the fleet; service and parts manuals, both in paper, CD, or online; OSHA rules; and union contracts. State and federal regulations regarding commercial vehicles.

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 the resources, equipment, and tools are available to operate the shop on a day-to-day basis; determine equipment repair and the best course of action; and set priorities for equipment repair. Execution of repairs, including ensuring that vehicles and equipment are safe to operate, and "red tag" equipment that is not safe to operate.

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: daily priorities, performance evaluation, safety issues, training issues, general administrative and personnel issues.

Co-workers: discuss diagnosis of equipment, assistance with the repair and maintenance of vehicles.

User agencies: discuss problems with equipment, diagnosis of problems and solutions to this problem, scheduling preventive maintenance, vehicle ready for pick up.

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?

An error could result in the damaging of equipment or could result in injury to the operator or general public and/or damage to private/public property in operation of a vehicle that does not meet Original Equipment Manufacturer and safety regulations.

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

Effective writing skills including grammar and spelling. 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. Ability to determine safety of the equipment operated for the safety of the operators and the traveling public.

Schooling in engine transmission, power shift transmissions, special training in brakes, suspensions, and front ends. Electrical troubleshooting, welding, and hydraulics.

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).

Class "A" Commercial Driver's License

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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		P		

Climbing stairs		P		
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			O	
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		P		
Work in/exposure to cold water			O	
Work/live in remote field sites				F
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)	N			
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				F
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)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)				F
Exposure to wild/dangerous animals		P		
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 -60 and +90 degrees. Must be able to manipulate tools in confined spaces. Ability to use precision measuring devices. Ability to retrieve information from computer programs. Ability to ensure computer calibrations and adjusted properly. Ability to think and reason logically and recommend alternative solutions to problems encountered. Work under defined deadlines 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.