

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

DIVISION: Facilities Services		PCN: 25-2451 & 25-2538 (Position Description Attached)	
JOB CLASS/TITLE: Maintenance Generalist, Sub-Journey I		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 58 (\$17.74) +Steps		DUTY STATION: Juneau	
<input type="checkbox"/>	Permanent Full-Time	<input checked="" 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 type="checkbox"/> Within 90-days of hire TYPE OF CDL: ENDORSEMENTS: Alaska Drivers License FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: 7:00-4:00 TRAVEL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
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PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: Background check-Governor's Office DRUG/ALCOHOL TESTING: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: *Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
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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>

CONTACT: Kelsey Johnson	PHONE NUMBER: 586-6993 EMAIL: KELSEY@LOCAL71.COM
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2. Duties

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

Maintain lawns and gardens for Juneau Building Complex grounds.

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: Grounds/Snow Removal		
E/M	% of Time	Duty Statement
E	50 %	<ul style="list-style-type: none"> • Heavy grading and raking to prepare flower beds and landscaped areas for planting; • Seed and fertilize lawns, cut and rake up grass, edge lawns; • Pick up litter and sweep sidewalks and parking lots; • Cut brush, trim shrubbery, help with planting of shrubs and flowers; • Weed flower beds and landscape areas; • Drive light vehicles, transport equipment, tools and supplies to work sites; • Clean storage and work areas; • Notify supervisor when materials are needed to be ordered.
E	45 %	<ul style="list-style-type: none"> • Remove snow and ice accumulation from sidewalks, stairways and other outside areas used by vehicular traffic and pedestrians; • Operate gasoline-powered snow thrower to remove heavy snow; • Sand driveways, sidewalks and parking areas; • Spread salt and calcium chloride on sidewalks, steps and building entryways; • Refuel, lubricate and perform basic servicing of snow thrower and other small motorized equipment; • Thaw drains and shovel snow off roofs.

Functional Area Title: Other duties as assigned		
E/M	% of Time	Duty Statement
E	5 %	<ul style="list-style-type: none"> • Assist Building Maintenance crew with other emergency situations as needed, doing maintenance repairs.

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.).

Basic Microsoft Word knowledge, and email software.

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.).

Summer months - shovels, rakes, hoes, gas and diesel powered lawn mowers and edgers, spray devices and ladders - DAILY

Winter months - shovels, ice picks, ice scrapers and snow throwers - DAILY

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.).

Incumbent will receive training and instructions directly from Grounds Supervisor.

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.

N/A

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.

Incumbent will have direct contact with Grounds Supervisor and other employees on the grounds crew.

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?

The incumbent will be working with wastes, hazardous materials, and powered equipment. It is crucial to practice safety. Unsafe practices can lead to serious injuries. Continuous unsafe practices and negligence can lead to termination.

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

Ability to work in inclement weather.

Basic knowledge of garden tools and plant materials.

Basic Mathematics.

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).

N/A

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			O	
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		P		
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				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			O	
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance				F
Seeing objects peripherally				F
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				F
Communicating by writing/reading				F
Distinguishing odors by smell				F
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				F
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)		P		
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
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)		P		
Work in urban or highway traffic (other than driving)			O	
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts		P		
Work on and off moving equipment			O	
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels			O	
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)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection 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.

N/A

2. Duties

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

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E	50 %	<ul style="list-style-type: none"> • Heavy grading and raking to prepare flower beds and landscaped areas for planting; • Seed and fertilize lawns, cut and rake up grass, edge lawns; • Pick up litter and sweep sidewalks and parking lots; • Cut brush, trim shrubbery, help with planting of shrubs and flowers; • Weed flower beds and landscape areas; • Drive light vehicle, transport equipment, tools and supplies to work sites; • Clean storage and work areas; • Notify supervisor when materials are needed to be ordered.

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Percentage Total: 100%

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Basic Microsoft Word knowledge and email software.

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Summer months - shovels, rakes, hoes, gas and diesel powered lawn mowers and edgers, spray devices and ladders - DAILY

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can lead to termination.

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

Ability to work in inclement weather. Basic knowledge of garden tools and plant materials. Basic mathematics.

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).

Drivers license required.

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***.

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Walking				F
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Running		P		
Jumping		P		
Bending or twisting				F
Squatting or kneeling				F
Crawling			O	
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		P		
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				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			O	
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance				F
Seeing objects peripherally				F
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				F
Communicating by writing/reading				F
Distinguishing odors by smell				F
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				F
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)		P		
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
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)		P		
Work in urban or highway traffic (other than driving)			O	
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts		P		
Work on and off moving equipment			O	
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels			O	
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)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
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)		P		
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.

N/A