

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Dept of Env Con / Div of Environmental Health	PCN: 18-7815
JOB CLASS/TITLE: Maintenance Generalist, Journey	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: Range 54	PAY WAGE: \$ 22.16 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CITY LOCATION: Anchorage, AK	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com
PRE-EMPLOYMENT BACKGROUND <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO TYPE: N/A DRUG TESTING CHECK REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS: Referred union members should bring a current resume and 3 professional references to an interview when scheduled.

JOB DESCRIPTION:

This level performs work involving the full range of assignments normally associated with skilled work whereby the skill was gained through formal training or equivalent work experience. Applicant will need:

Knowledge and the ability to install, repair and maintain entire systems including boilers, heating/air conditioning and controls, computers, networks and related devices, exterior/interior structures, facilities/related fixtures, utilities, and pneumatic controls (e.g. HVAC, DDC, power generation of physical plant, sprinkler, alarm and security).

Knowledge of carpentry to complete total structure work rather than only a segment or specialized part of a structure.

Knowledge of the acquisition of proper components for electronic circuit board repair and the capabilities, requirements and limitations of electronic systems and components

Knowledge of and ability to inspect, maintain and repair boiler system controls and burners, and electrical and electronic components of various systems electrical equipment, controls, and alarm systems.

Functional Area Title: Grounds Maintenance 10 %

Maintain an inventory of building supplies required to support the buildings grounds.
Perform maintenance and organization of the outside storage units.
Maintain and organize the loading dock area.
Ensure that driveway, parking lot, walkways are free of snow and passable at all times.
Provides all lawn and driveway maintenance not covered under normal maintenance contracts.

Perform outside maintenance on grounds and building as defined by the Senior Maintenance Specialist.

Maintain proper presentation of the American and State flags.

Maintain all vehicles and lawn equipment.

Grounds Maintenance work decreases between September and March to minor snow and ice removal, etc.

Functional Area Title: Emergency & Safety Systems 20 %

The incumbent is responsible for maintaining a safe and secure laboratory facility. The incumbent will maintain building security devices and safety equipment and provide support to established security and safety processes. The incumbent will:

Maintains Life Safety and Security systems.

Responds to fire alarm, commercial power disruption and outage, air handling system failure, terrorist threats, plumbing leaks and other building emergencies.

Maintain building electronic and mechanical keys and locks.

Arrange for repair and modification of door locks or keys as needed.

Functional Area Title: Building Operations and Equipment 60 %

Maintenance of major building components that includes heating boilers, chillers, steam and vacuum system, security systems, humidity control, air handling systems and pressurized control, reheat water, emergency power generation system, domestic hot water, steam boiler system, steam generator, and electricity systems.

Performs cleaning of windows, floors, walls, that require immediate corrective actions, beyond what normal contacts cover.

Ensures proper functioning of complex digital control system and HVAC functions, which is essential for proper ventilation, life safety and heating systems.

Perform repairs on building infrastructure including walls, floors, windows, shelving, plumbing, loading dock, confined space, storage areas, mechanical rooms, and other building entities.

Perform minor repair on laboratory equipment such as incubators, water baths etc.

Maintains trouble and repair logs for all building systems

Communicates to the managers and staff in affected areas, status of repairs and recommendations to halt laboratory work if necessary.

Assist technical staff to perform required quality assurance testing on all laboratory equipment, as requested by Technical Supervisors.

Reports all building troubles and repair status to the Senior Maintenance Specialist.

Building Operations and Equipment increases to 75% between September and March...inside projects, equipment maintenance, repair, or removal

Functional Area Title: Other duties as assigned 10 %

This position will perform other duties as describe or required.

SPECIAL REQUIREMENTS

Valid Alaska Driver's License.

3rd Class Boiler Operators License (Preferred)

The guides and references regularly used to perform the duties described: National Codes such as fire, safety, Uniform Building Code, NEC, OSHA, AFOSH and Federal Directives.

- *Have the required skills to handle difficult problems encountered
- *Have comprehensive knowledge of the subject or occupational area
- *Use judgment in determining actions
- *Exercise independence in determining actions
- *Plan and lay out work (i.e., determine how to do one's own work)
- *Make appropriate choice among alternatives
- *Complete work with only limited instruction and/or little or no advice
- *Proceed with work without having results or products generally reviewed in progress.

Daily communication with management and laboratory staff in relation to equipment malfunctions or warranty questions. Additional contact with vendors and contractors who provide supplies and services for building maintenance and repairs.

Errors by employees in this position have the potential to be costly to the State of Alaska. Errors could result in injury, damage to property (State and public), or legal action against the State. Errors could result in loss of State services due to building or building system failure such that the facility is rendered useless to employees.

The ability to communicate in a clear and concise manner with both staff members and vendors is paramount to ensure that laboratory testing requirements are met. The incumbent must also have an understanding of the proper procurement policies and procedures before entering into contract negotiations or purchasing supplies/equipment for the laboratory.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Daily use of: computer/software, numerous types of electrical and electronic tools and test equipment.
Daily use of: Microsoft Office-including Word for Windows and Excel, and the Siemens building control systems.

Daily use of: personal protective equipment (PPE)

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 level performs work involving the full range of assignments normally associated with skilled work whereby the skill was gained through formal training or equivalent work experience. Applicant will need:

Knowledge and the ability to install, repair and maintain entire systems including boilers, heating/air conditioning and controls, computers, networks and related devices, exterior/interior structures, facilities/related fixtures, utilities, and pneumatic controls (e.g. HVAC, DDC, power generation of physical plant, sprinkler, alarm and security).

Knowledge of carpentry to complete total structure work rather than only a segment or specialized part of a structure.

Knowledge of the acquisition of proper components for electronic circuit board repair and the capabilities, requirements and limitations of electronic systems and components

Knowledge of and ability to inspect, maintain and repair boiler system controls and burners, and electrical and electronic components of various systems electrical equipment, controls, and alarm systems.

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 Maintenance		
E/M	% of Time	Duty Statement
E	45 %	<ul style="list-style-type: none">• Maintain an inventory of building supplies required to support the buildings grounds.• Perform maintenance and organization of the outside storage units.• Maintain and organize the loading dock area.• Ensure that driveway, parking lot, walkways are free of snow and passable at all times.• Provides all lawn and driveway maintenance not covered under normal maintenance contracts.• Perform outside maintenance on grounds and building as defined by the Senior Maintenance Specialist.• Maintain proper presentation of the American and State flags.• Maintain all vehicles and lawn equipment.• Grounds Maintenance work decreases to 10% between September and March to minor snow and ice removal, etc.

Functional Area Title: Emergency & After Hours Support		
E/M	% of Time	Duty Statement
E	10 %	<p>The incumbent is responsible for maintaining a safe and secure laboratory facility. The incumbent will maintain building security devices and safety equipment and provide support to established security and safety processes. The incumbent will:</p> <ul style="list-style-type: none">• Maintains Life Safety and Security systems.• Responds to fire alarm, commercial power disruption and outage, air handling system failure, terrorist threats, plumbing leaks and other building emergencies.

- Responds to non-work hour fire alarms and assist fire department personnel as needed.
- Maintain building electronic and mechanical keys and locks.
- Arrange for repair and modification of door locks or keys as needed. Will rotate with the Senior Maintenance Specialist building emergency on-call.

Functional Area Title: Building Operations and Equipment

E/M	% of Time	Duty Statement
E	40 %	<ul style="list-style-type: none"> • Maintenance of major building components that includes heating boilers, chillers, steam and vacuum system, security systems, humidity control, air handling systems and pressurized control, reheat water, emergency power generation system, domestic hot water, steam boiler system, steam generator, and electricity systems. • Performs cleaning of windows, floors, walls, that require immediate corrective actions, beyond what normal contacts cover. • Ensures proper functioning of complex digital control system and HVAC functions, which is essential for proper ventilation, life safety and heating systems. • Perform repairs on building infrastructure including walls, floors, windows, shelving, plumbing, loading dock, confined space, storage areas, mechanical rooms, and other building entities. • Perform minor repair on laboratory equipment such as incubators, water baths etc. • Maintains trouble and repair logs for all building systems • Communicates to the managers and staff in affected areas, status of repairs and recommendations to halt laboratory work if necessary. • Assist technical staff to perform required quality assurance testing on all laboratory equipment, as requested by Technical Supervisors. • Reports all building troubles and repair status to the Senior Maintenance Specialist. • Building Operations and Equipment increases to 75% between September and March...inside projects, equipment maintenance, repair, or removal

Functional Area Title: Other duties as assigned

E/M	% of Time	Duty Statement
M	5 %	This position will perform other duties as describe or required by the Senior Maintenance Specialist.

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 use of: Microsoft Office—including Word for Windows and Excel, Microsoft Access, Starlims, Insight for Windows, and the Apogee building control 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 use of: Hand held radios, computer/software, numerous types of electrical and electronic tools and test equipment.

Heavy construction equipment, 1-2 times per year

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.).

National Codes such as fire, safety, Uniform Building Code, NEC, OSHA, AFOSH and Federal Directives.

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.

- Have the required skills to handle difficult problems encountered
- Have comprehensive knowledge of the subject or occupational area
- Use judgment in determining actions
- Exercise independence in determining actions
- Plan and lay out work (i.e., determine how to do one's own work)
- Make appropriate choice among alternatives
- Complete work with only limited instruction and/or little or no advice
- Proceed with work without having results or products generally reviewed in progress.

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.

Daily communication with management and laboratory staff in relation to equipment malfunctions or warranty questions. Additional contact with vendors and contractors who provide supplies and services for building maintenance and repairs.

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?

Errors by employees in this position have the potential to be costly to the State of Alaska. Errors could result in injury, damage to property (State and public), or legal action against the State. Errors could result in loss of State services due to building or building system failure such that the facility is rendered useless to employees.

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

The ability to communicate in a clear and concise manner with both staff members and vendors is paramount to ensure that laboratory testing requirements are met. The incumbent must also have an understanding of the proper procurement policies and procedures before entering into contract negotiations or purchasing supplies/equipment for the laboratory.

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 Alaska Driver's License.

3rd Class Boiler Operators License (Preferred)

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		P		
Standing				F
Running	N			
Jumping	N			
Bending or twisting				F
Squatting or kneeling		P		
Crawling		P		
Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance				F
Climbing stairs				F
Driving cars, light duty trucks				F
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)		P		
Fine manipulation with fingers				F
Pinching with fingers		P		
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces	N			
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		P		
Seeing objects peripherally		P		
Using depth perception		P		
Seeing close work (e.g., typed print)		P		
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading		P		
Distinguishing odors by smell		P		
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	N			
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)		P		
Exposure to electrical current (not outlets)		P		
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)	N			
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment	N			
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.)				F
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)				F
Exposure to needles or sharp implements (e.g., hospital, kitchens)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
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.

5. Supervisory Authority

This page must be completed if PCN **187815** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **187815** supervises or leads. Record **187815**'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 **187815** 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 187815's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 187815	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