

**Public Employees Local 71 (LTC)  
REQUEST FOR REFERRAL**

DEPARTMENT/DIVISION: DMVA/FMO	PCN: 09-0235
JOB CLASS/TITLE: <b>Stock and Parts III</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: 54 (\$25.51) DOE +Steps	CITY LOCATION: Eielson AFB
CONTACT: Joleen Nash	PHONE NUMBER: 452-5024 EMAIL: JOLEEN@LOCAL71.COM

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO TYPE OF CDL: Valid AK DL ENDORSEMENTS:	FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND <input type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Must be able to have Base Clearance  DRUG TESTING CHECK REQUIRED: <input type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS:  *Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.

**JOB DESCRIPTION:**

Provides support to maintenance staff on specifications for repair items and ongoing maintenance supplies. Additionally, this position under the general guidance of the State foreman oversees a local maintenance warehouse operational needs.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE (i.e. chainsaws, hand tools, snow plow, vehicles, sander, grader):

Shovel, hand tools for snow removal. Bobcat with snow blower attachment. bucket, blade, and forks.  
Weekly town runs for parts and supplies.

**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.

Provides support to maintenance staff on specifications for repair items and ongoing maintenance supplies. Additionally, this position under the general guidance of the State foreman oversees a local maintenance warehouse operational needs.

### 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: Purchasing		
E/M	% of Time	Duty Statement
E	45 %	<ul style="list-style-type: none"> <li>• Responsible for the State of Alaska Purchasing and contracting (of less than \$20,000);</li> <li>• Receives and reviews material requests for authorization and specific technical information and requirements and clears up any questions that may arise in regard to type, quality, and quantity before going to vendors;</li> <li>• Directly purchases various parts and supplies. Purchases include: carpentry, electrical, plumbing, HVAC (Heating ventilation and air conditioning), welding, fastener, pneumatic, hydraulics, office supplies, household/janitorial, safety equipment, appliances, hand and power tools, vehicles, etc.;</li> <li>• Researches alternatives to obsolete/discontinued/hard to find items;</li> <li>• Provides material cost estimates to the foreman for projects;</li> <li>• Maintains levels of common stock items;</li> <li>• Compiles a variety of documents such as: purchase orders, delivery orders, bids, quotes, and requisitions as needed;</li> <li>• Works directly with department procurement specialists for all purchases over spending limit;</li> <li>• Collaborates with a variety of customers including crew members, base personnel, vendors, contractors and both State and Federal coworkers that have an impact on procurement at this duty station;</li> <li>• Shares the knowledge of product specifications, price, and availability as well as a number of funding sources working with State and Federal budgets;</li> <li>• Prioritizing procurements because it is essential when working with time critical and safety related purchases;</li> <li>• Expediting materials and tools to technicians on site or to warehouse;</li> <li>• Properly labeling, packaging, and delivering items for shipment;</li> </ul>

Functional Area Title: Warehouse Manager		
E/M	% of Time	Duty Statement
E	30 %	<ul style="list-style-type: none"> <li>• Manage a warehouse, storage yard, tool crib, and hazmat storage areas. Analyze and manage inventory, organize material and stock requirements for an active warehouse using a State or Federal computer tracking program;</li> <li>• Process work orders requesting many different types of materials to accomplish repairs and preventative maintenance;</li> <li>• Oversee item inventories and reconcile discrepancies;</li> <li>• Review monthly stock status computer reports to determine times to be placed on order or items to be deleted;</li> <li>• Coordinate with department procurement office to manage the State of Alaska</li> </ul>

- controlled property inventory, and oversee disposal of surplus property requiring clear and concise communication, both orally and in writing;
- Fill out and document forms to surplus items in different departments with the State system; and
- Analyze and project department section supply and contract needs.

**Functional Area Title:** Services/Contract Administration

E/M	% of Time	Duty Statement
E	10 %	<ul style="list-style-type: none"> <li>• Solicits jobs and collects bids for all services under \$5000.00. Researches and coordinates services through multiple vendors for call outs and repair;</li> <li>• Coordinates Alaska Shred and Recycle pick up;</li> <li>• Coordinates with vendors and escorts technicians for service call outs, handles all invoices and tracks time;</li> <li>• Maintains all contract files of purchasing records;</li> <li>• Analyzes and projects supply and contract needs for maintenance crew as well as guard personnel;</li> <li>• Works with division contract manager to establish one-time and yearly contracts for facility maintenance, repair, janitorial services, supplies and equipment;</li> <li>• Prepares all purchasing documents according to Alaska Statutes, Administrative Codes, and departmental regulations;</li> <li>• Works directly with division procurement specialist for all purchases over personal spending limit. Initiates a variety of documents such as purchase orders, delivery orders, bids, quotes, and requisitions as needed;</li> <li>• Provides contract oversight functions on a number of ongoing service contracts. Overseeing these contracts requires frequent interaction with building managers and representatives from the contractors. Areas requiring particularly skillful management are: inspecting building to ensure contract requirements are met; policing any and all administrative complaints, and addressing building manager`s concerns. Types of actions entailed are the handling of complaints, key control, letters of deficiencies and general contract compliance; and</li> <li>• Hire local contractors to do a variety of maintenance related services and process contract employees through a base pass and ID system.</li> </ul>

**Functional Area Title:** Hazmat

E/M	% of Time	Duty Statement
E	10 %	<p>Being located on a Federal facility the State of Alaska, Department of Military &amp; Veterans Affairs (DMVA) falls under the Department of Defense (DOD) jurisdiction and uses a Federal program named Enterprice Environmental Safety and Occupational Health (EESOH). Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Purchasing all hazmat items and following DOD regulations for storage and transportation;</li> <li>• Records all hazmat purchases and collects Material Safety Data Sheets (MSDS) for all items. Must collect MSDS for all hazardous materials and keeps MSDS book current;</li> <li>• Manages hazmat lockers with proper organization, storage, and labeling. Logs approved containers with sealed lids;</li> <li>• All spent items must to disposed of through proper channels whether it be pick up or drop off to hazmat locations;</li> <li>• Manages log sheet for hazardous collection site. Must attend Federal hazmant training and keep a current certification as well as train peers to adhere to proper procedures; and</li> </ul>

- Maintains hazmat clean up kits in multiple locations.

**Functional Area Title:** Fleet Management

E/M	% of Time	Duty Statement
M	5 %	<ul style="list-style-type: none"> <li>• Oversee the fleet of State vehicles;</li> <li>• Schedule semi-annual maintenance service with both maintenance personnel and DOT&amp;PF service personnel;</li> <li>• Submit monthly mileage reports for appropriate vehicles;</li> <li>• Purchase repair parts and accessories as needed; and</li> <li>• Issues and keeps fleet gas cards current.</li> </ul>

**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.).**

Computer, printers and faxes are used daily. The software program that this position must utilize the most is a State (currently Maximo) or a Federal (currently iEMS) Access based program. This is a budget based program that has work order, inventory and purchasing modules that are used on a daily basis. Uses Outlook, Access, Word, Excel, and Internet Explorer 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.).**

Vehicles: Light duty vans/trucks (daily); 5-ton Stake Bed truck (3-4/month); trailer type vehicles (1-2/month); Small ATV style vehicles to move between buildings on base (daily).

Warehouse Equipment: Banding equipment (daily); Drum Dollies (1-2/week); Forklift (daily); Hand Truck (daily); Electric scissor lift (daily); Electric and manual pallet jacks (daily).

Office Equipment: 10-key adding machine (daily); Meridian telephone system (daily); Copy machines (daily); Fax machines (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.).**

Alaska Statutes Title 36 / Relevant sections of Alaska Administrative Code Manual / Code of Federal regulations CFR49/ IATA (International Airline Transportation Association) shipping regulations. DMVA Policy and procedures manual as well as DMVA procurement guidelines. All guides and references are used as needed to ensure compliance with State and Federal guidelines.

**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.**

Incumbent makes follows routine purchasing procedures, researches various shipping modes according to the order, reviews supplier and contractor selection as well as bid proposals.

Tracks and schedules required training needed by Eielson staff.

**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.**

This position must work with the State Maintenance Foreman daily regarding purchases needed to support the maintenance crew.

Will have limited contact with the federal Facility Manager regarding any concerns for the base in general; custodial concerns for a building, a specific repair unusual in nature, or hiring a local contractor to provide a specific service.

Must work with the DMVA procurement staff on procurement issues on an average of four to six times annually. Issues can revolve around a procurement above the purchase authority, a second procurement opinion on any particular situation and having an item removed from the property inventory by ways of a Property Transfer Authorization Report.

**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 be made if the certain commodities were not purchased under a specific contract or if competitive quotes or proposals were not obtained during a procurement over a certain dollar amount. The consequences of this happening could be a letter in the file of the person handling the procurement, removal or reduction in delegated purchase authority or a legally binding protest from a vendor. Fines and/or jail time could occur for incorrectly shipping hazardous materials. An error in this area could impact the day to day operation of purchase activity that occurs to support the O&M function at the base.

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

Good customer service skills are essential. This position calls for daily interaction with vendors, delivery people, other crew members, supervisors, building managers, etc. Being able to work a variety of issues with any of these workers with a positive and upbeat attitude is what is needed. Good oral and written communication is critical in this position.

**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).**

A "Purchase Authority Level II" from the State of Alaska is required to commit funds to purchase in this position.

Minimum of HazCom training course. (Per 29CFR1910.120&1200).

Either a Common Access Card (CAC) or Defense Biometric Identification System (DBIDS), or the current Federal requirement for access to the base.

Alaska Drivers License.

Position occasionally drives heavy-duty vehicles like forklifts but not on public roads; does not require CDL.

This position requires the incumbent to be able to move from office to warehouse frequently, as well as up and down stairs and in and out of the buildings.

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

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces			O	
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance		P		
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		P		
Distinguishing tastes	N			

#### 4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water			O	
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)	N			
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			O	
Work around moving mechanical parts			O	
Work on and off moving equipment			O	
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters	N			



Exposure to high noise levels	N			
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)	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.**