

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

DEPARTMENT/DIVISION: Natural Resources/Forestry	PCN: 10-9793
JOB CLASS/TITLE: <b>Wildland Fire Support Services-I</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: <b>56 (\$22.88) DOE +Steps</b>	CITY LOCATION: <b>Fairbanks</b>
CONTACT: <b>Joleen Nash</b>	PHONE NUMBER: <b>452-5024</b> EMAIL: <b>JOLEEN@LOCAL71.COM</b>

CDL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE OF CDL: <b>C</b> ENDORSEMENTS: <b>Hazardous Materials</b>	FIREARMS REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: <b>CDL History Check</b>  DRUG TESTING CHECK REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS: <b>*Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>  <i>Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.</i>

**JOB DESCRIPTION:**

Works at the State Fire Warehouse in Fairbanks. Assist journey-level supply personnel in issuing, returning, receiving, storing, refurbishing, inventorying, and maintaining supplies in a safe and cost-effective manner.

**SPECIAL REQUIREMENTS (i.e. valid driver license, flagging certificate; First Aide/CPR Card):**

Powered Industrial Lift Truck Certification  
First Aid/CPR certification  
Bloodborne Pathogens awareness  
Class C Commercial Driver's License with Hazmat endorsement within one (1) year.  
Daily - Forklift, light vehicles (Pickup, car or van), Computer, Telephone, Fax, Photocopiers, Hand truck, Pallet Jack  
Weekly - Compressors, Box Staplers, Banding equipment, Hot Glue gun.  
Monthly - Medium Vehicles (Flat Bed), Hose testing and washing equipment, Steam Cleaner, Presser Washer, Laundry equipment.

TYPE OF POSITION

<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
<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.

Works at the State Fire Warehouse in Fairbanks. Assist journey level supply personnel in issuing, returning, receiving, storing, refurbishing, inventorying and maintaining supplies in a safe and cost effective manner.

### 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: Warehouse Operations		
E/M	% of Time	Duty Statement
E	60 %	<p>Perform routine functions in the day to day operation of the State Fire Warehouse. Including:</p> <ul style="list-style-type: none"> <li>-Pack and prepare supplies for shipping as directed, using routine methods and procedures.</li> <li>- Count and evaluate items Returned to the warehouse system.</li> <li>-Make repairs to durable supplies returned to warehouse using predetermined specifications and guidelines.</li> <li>-Distribute, document, and track items issued to personnel.</li> <li>-Assemble kits consisting of predetermined items.</li> <li>-Driving as needed for pickup and delivery of resource orders and general expediting.</li> <li>-Conduct physical inventory as needed.</li> <li>-Provide assistance to Warehouse management to identify Supply shortages</li> <li>-Work with Warehouse management to ensure the warehouse is operating efficiently and they have all of the necessary help, supplies and equipment needed to perform their duties safely</li> </ul>

Functional Area Title: Procurement		
E/M	% of Time	Duty Statement
E	15 %	<p>Purchase items within delegated purchasing authority following established guidelines, procedures and regulations. Contact vendors, contractors or merchants for open purchase of routine or low cost items. Uses Government Credit Card to make approved purchases. Position assures invoices are legitimately and properly coded to appropriate Preparedness or Suppression codes. Incumbent initiates request for restocking of fire supplies and equipment</p>

Functional Area Title: Hazardous Materials		
E/M	% of Time	Duty Statement

E	10 %	Position must ensure the proper handling and transport of hazardous materials. Incumbent makes certain these materials are properly packed, labeled, placarded and handled in a safe manner. Some of the Hazardous Materials that will be encountered are: Potassium Permanganate (aerial ignition devices), flammable liquids, flammable and non-flammable gases, wet batteries and fuses.
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<b>Functional Area Title:</b> Other Duties as Assigned		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
E	10 %	Other Duties as assigned to maintain safe and efficient operations of the warehouse system.

<b>Functional Area Title:</b> Overhead Assignments		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
M	5 %	May serve on a fire overhead team or as an individual resource, at a level based on Red Card qualifications. Position may be required to travel to remote areas to assist a local area or on an incident. May be required to live in a field camp situation.

**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 - Personal Computer, Microsoft Outlook email, Warehouse Reporting and Accountability Program (Microsoft Access based), bar code scanner, current tracking and accountability software.

Weekly - Microsoft Word

**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 - Forklift, light vehicles (Pickup, car or van), Computer, Telephone, Fax, Photocopiers, Hand truck, Pallet Jack

Weekly - Compressors, Box Staplers, Banding equipment, Hot Glue gun.

Monthly - Medium Vehicles (Flat Bed), Hose testing and washing equipment, Steam Cleaner, Presser Washer, Laundry equipment.

**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.).**

State of Alaska/DNR/Division of Forestry Master Supply Catalog (Daily)

Alaska Interagency Catalog of Fire Supplies and Equipment (Daily)

State of Alaska/DNR/Division of Forestry Alaska Incident Business Management Handbook (Weekly)

CFR 49 Parts 100 to 185 as needed for Hazardous Materials Transport (Weekly).

International Air Transportation Association regulations as needed for Hazardous Materials Transport (Weekly)

**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.**

Can commit to purchases within delegated authority, Under General direction the individual determines how to most efficiently complete tasks assigned.

**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.**

Temporary Seasonal Employees - Daily - Offer guidance, evaluate performance, receive operational input.  
Supervisor - Daily - Get priorities, assignments, direction and advice. Communicate any current warehouse needs.  
Area operations personnel - Daily - Get quality control feedback, meet area support needs.  
Vendors - Weekly - Place or check on orders

**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?**

Failure to send the correct items to an Incident or failure to properly refurbish items before sending them to the field could lead to loss of life or property.  
Failure to package Hazardous Materials properly could lead to a leak or spill.  
Failure to secure loads adequately could lead to traffic accidents or vehicle damage.

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

Organizational skills and verbal communication skills

**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).**

Powered Industrial Lift Truck certification  
First Aid/CPR certification  
Bloodborne Pathogens awareness  
Class C Commercial Drivers License with Hazmat endorsement.

## 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	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level			O	
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs		P		
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)				F
Fine manipulation with fingers		P		
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			O	
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
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		P		
Seeing objects peripherally		P		
Using depth perception		P		
Seeing close work (e.g., typed print)				F
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech			O	
Communicating by writing/reading			O	
Distinguishing odors by smell	N			
Distinguishing tastes	N			

#### 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			O	
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
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)		P		
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts			O	
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters		P		



Exposure to high noise levels		P		
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)		P		
Exposure to wild/dangerous animals	N			
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		P		

### 4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Working long hours in stressful conditions without days off			O	
Working in remote field camp situations			O	

### 4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Position requires knowledge in every aspect of the Fire Warehouse operations. The position needs to have access to firearms as they are required to handle firearms and ammunition in support of wildland fires. They may be involved in transporting guns and ammo, refurbishing weapons, etc.