

STATE OF ALASKA
DEPARTMENT OF CORRECTIONS
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DIVISION: Institutions	PCN: 20-6410 (Position Description Attached)
JOB CLASS/TITLE: Maintenance Specialist - Electrician - Journey 2/Lead	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 51/\$28.50 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.	DUTY STATION: HMCC
<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
WORK SCHEDULE: M-Fri 40 hr.	
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input checked="" type="checkbox"/> NO Type: Criminal	COMMENTS/SPECIAL REQUIREMENTS:
<p>CANDIDATE MUST BRING TO INTERVIEW:</p> <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>	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com

2. Duties

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

Install, troubleshoot, maintain, and repair all electronic systems and equipment at Hiland Mountain Correctional Center. These include but are not limited to; perimeter security systems, Closed Circuit Television (CCTV) camera systems, cable television systems, electronic doors and locks, fire protection systems, telephone and telephone voice mail systems, Intercom systems, Heating, Ventilation, and Air Conditioning (HVAC) systems, and computer networking wiring 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: Electrical System Maintenance		
E/M	% of Time	Duty Statement
E	60 %	<p>Performs installation, maintenance and repairs on the entire facility electrical system, from the main switchboard, through all distribution equipment and panels and to all connected equipment and devices while using proper safety procedures.</p> <p>Inspects, tests and repairs Emergency Power Transfer switching equipment and is able to perform advanced diagnostics.</p> <p>Performs advanced installations, maintenance and repairs on systems for HVAC, Lighting, and Fire/Life Safety applications.</p> <p>Performs installation, maintenance and repairs on the facility's lighting system, and controls. Is able to properly set up lighting control panels to provide proper lighting for the security and operational needs of the facility in an economical and efficient manner.</p> <p>Performs advanced diagnostics, repair, maintenance and programming on motor control centers.</p> <p>Able to develop Preventive Maintenance programs and schedules for all of the above-mentioned systems.</p> <p>Installs systems for power, lighting and communication systems.</p>

Functional Area Title: Security and Life Safety Systems		
E/M	% of Time	Duty Statement
E	15 %	<p>Performs advanced diagnostics, repair, maintenance and programming on fire alarm components and systems. Installs system upgrades as required to meet facility and code requirements.</p> <p>Performs advanced diagnostics, repair, maintenance and programming on Security Detection and Control Systems.</p> <p>Performs advanced diagnostics, repair, maintenance and programming on control systems, circuits and components such as gate / door operators and locking devices.</p>

Able to perform system diagnostics on facility`s HVAC system.

Functional Area Title: Communications and Data Systems

E/M	% of Time	Duty Statement
E	10 %	<p>Install, troubleshoot, maintain, and repair computer CAT5 and fiber optic cables and outlets.</p> <p>Install, troubleshoot, maintain, and repair while working with computer network cable systems. Local Area Network (LAN). Repair - Troubleshoot, repair, inspect and diagnose data system malfunctions. Have knowledge of balanced and unbalanced cabling devices. Perform work to bend, shape and install conduits, including plastic mold and wire mold. Install and prepare CAT5 cable and fiber optic cable to support the LAN; install connectors, test cable continuity and label cable. Use schematic or blueprints to analyze, troubleshoot, locate and diagnose equipment problems and to plan, layout, fabricate, or assemble electric and electronic equipment and devices.</p> <p>Install, troubleshoot, maintain, and repair Cable television system. Repair, troubleshoot and adjust cable TV system as needed. Ensure both video and audio reception are maintained to proper levels.</p>

Functional Area Title: Lock Service

E/M	% of Time	Duty Statement
E	5 %	<p>Able to install, repair and maintain all types and styles of commercial and security grade electrical and mechanical locking devices in all types and styles of doors, door frames and gates.</p> <p>Installs, maintains and repairs pneumatic devices, such as door and lock operators.</p>

Functional Area Title: Mechanical System Maintenance

E/M	% of Time	Duty Statement
M	5 %	<p>Performs plumbing maintenance and repairs, such as repair or replacement of sinks, toilets, faucets, mixing valves, etc. Performs fundamental work maintaining and repairing HVAC systems. Physical plant preventive maintenance such as pump and compressor lubrication and changing air filters and belts.</p>

Functional Area Title: Other Duties as Assigned

E/M	% of Time	Duty Statement
M	5 %	<p>Provides assistance to other maintenance staff as assigned, performing any of the tasks assigned to the maintenance career field.</p> <p>Performs basic fleet maintenance on vehicles and has ability to perform oil changes, fuel, oil and air filters, charge and service batteries, change/mount tires, etc.</p> <p>Performs Power Generation system and stationary engines and battery maintenance.</p> <p>Grounds maintenance. Winter snow removal, sanding parking lot, shoveling sidewalks, and</p>

plowing snow.

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, keyboard, mouse, printer - daily

Copy Machine - 2-3 times per week

Calculator - 2-3 times per week

Two-way Radio - Daily

Word, Excel 2-3 times per week

Outlook, Access - Daily

Digital Camera - 1-2 times per month

Siemens control software - 1 a month

Input/print maintenance work orders, communicate and clarify work orders, request quotes, prepare parts lists, document projects and plans.

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.).

Tools: All types of pipe benders, threaders and cutters; wrenches, saws, shears, nibblers, and drills; hammers, chisels, knives, levels, square, chalk line, tape measure, hand saws, files, solder guns, propane torch; handheld tools of all types.

Machinery: Gas/diesel generators and auxiliary power units, mowing equipment.

Instruments: micrometers, oscilloscope, multi-meters (volt, amp and ohm meters), meg ohmmeter, data circuit analyzer, fiber optic tester set, telephone test set, LAN/WAN digital cable analyzer, tone and probe test kit, flow meters, thermometers, tachometers.

Vehicles: Rubber-tired loader, snow-blower, sand truck, forklift, Road grader, 3/4-ton plow truck, vans, pickups, and cars

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 Electric Code

International Building, Fire, Fuel and Electric Codes

FCC Regulations for telecommunications and radio

Uniform Plumbing and Mechanical Codes

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.

Operates without supervision or oversight to complete assigned duties as described in Functional Areas above.

Determines what materials and techniques are required to complete the duties and tasks of this position.

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 contact with correctional staff, kitchen stewards, correctional officers, administration, etc in the performance of the duties listed under Functional Areas above.

Daily contact with inmate workers and other inmates in the facility, as repairs and maintenance are performed.

Daily contact with Maintenance Supervisor to ensure smooth flow of information and needs

Contact with vendors and contractors as needed, sometimes weekly, sometimes daily, depending on projects

Contact with Facilities Management staff as needed, 2 - 3 times per month

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 in approved electrical practices could result in loss of power and/or generator power backup with dire security and safety consequences, such as escape attempts, attempts to bodily harm a prisoner or staff, or actually suffering loss of life. Mistakes could result in being electrocuted.

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

Able to clearly communicate through speech, writing and technical drawings and to communicate complicated ideas in a clear and concise manner.

Able to develop maintenance and training programs for complex electrical systems.

Understanding of electrical and electronic fundamentals.

Clear understanding of Fire and Life safety issues in a Correctional Facility.

Understanding of the building codes and regulations listed under 3.8.

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).

State of Alaska Certificate of Fitness for Electrical Wireman, Journey Level.

Asbestos Abatement certification within one year of hire.

Confined Spaces certification within one year of hire.

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				F
Walking				F
Standing				F
Running		P		
Jumping		P		
Bending or twisting			O	
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	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)				F
Fine manipulation with fingers				F
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			O	
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds		P		
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		P		
Seeing objects at a distance			O	
Seeing objects peripherally			O	
Using depth perception			O	
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			O	
Distinguishing odors by smell			O	
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		P		
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)			O	
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)				F
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)	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			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.)		P		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)		P		
Exposure to needles or sharp implements (e.g., hospital, kitchens)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)			O	
Exposure to wild/dangerous animals		P		
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment		P		

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 **206410** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **206410** supervises or leads. Record **206410** '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 **206410** 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 206410 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 206410	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									