

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

DIVISION: Institutions		PCN: Multiple (Position Description Attached)	
JOB CLASS/TITLE: Maintenance Specialist Electronics Journey 2/Lead		WHEN POSITION IS NEEDED: ASAP	
PAY WAGE: \$34.89+DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.		DUTY STATION: GCCC/Wasilla	
☒	Permanent Full-Time	☐	Permanent Full-Time Seasonal
☐	Permanent Part-Time	☐	Permanent Part-Time Seasonal
☐	Non-Perm Full-Time	☐	Non-Perm Part-Time
PRE-EMPLOYMENT BACKGROUND CHECK: ☒ YES / ☐ NO Type: Criminal			
COMMENTS/SPECIAL REQUIREMENTS: - Current Alaska Drivers license - Confined Entry Training Certification. - CPR and First Aid certification within the first year of employment - certified with the State of Alaska as an Electronics Technician - must obtain fork lift training and certificate within 6 mos of employment			
CANDIDATE MUST BRING TO INTERVIEW: ☒ Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) ☒ Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form ☒ 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. ☒ Copy of certifications and licenses ☐ Other:			
<i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>			
Contact: Tracy Smith/Dimirah Hind		PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL: tracy@local71.com/ dimirah@local71.com	

2. Duties

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

Under the general supervision of the Maintenance Foreman, perform advanced diagnostics, repair, maintain and program electronic systems at the Goose Creek Correctional Center (GCCC).

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: Maintain and repair electronic systems		
E/M	% of Time	Duty Statement
E	70 %	Perform advanced installation, maintenance and repairs on DDC equipment and systems for HVAC, lighting and fire/life safety applications. Perform advanced installation, diagnostics, repair and maintenance on CCTV equipment and systems. Perform advanced installation, diagnostics, repair and maintenance on communications systems for voice and data, with systems comprised of metallic, cable and fiber optic technologies. Must have an excellent understanding of wire management practices and procedures. Perform advanced installation, diagnostics, repair and maintenance on telecommunications equipment and systems. Perform advanced installation, diagnostic, repair and maintenance on LAN/WAN systems. Perform advanced installation, diagnostic, repair and maintenance on Broadband and radio systems. Perform advanced diagnostics, repair and maintenance on all kitchen and laundry equipment power and control systems. Performs advanced diagnostics, repair, maintenance and programming on fire alarm components and systems. Performs advanced diagnostics, repair, maintenance and programming on security detection systems. Perform advanced diagnostics, repair, maintenance and programming on control systems, circuits and components such as gate/door openers and locking devices. Performs electronic system integration to simplify security operations. Provides basic electronics training programs as directed by the unit supervisor to instruct others in the maintenance department. Performs advanced diagnostics, repair, maintenance and programming on motor control center and emergency transfer switch control systems. Provides preventative maintenance schedules for all the aforementioned systems.

Functional Area Title: Electrical system maintenance		
E/M	% of Time	Duty Statement

E	15 %	Install raceway systems for power, lighting and communications systems. In concert with maintenance department electricians, install, maintain and repair or replace light switches, power receptacles, light fixtures and related components while using lock out/tag out procedures.
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Functional Area Title: Interior and exterior structure maintenance		
E/M	% of Time	Duty Statement
M	10 %	Perform skilled work in surface preparation, finishing and painting of interior and exterior surfaces. Perform repair, maintenance and installation of doors/frames, windows/frames, floor coverings, ceiling systems and their associated components. Provide assistance to other maintenance staff as assigned, performing any of the tasks assigned, such as operate a front end loader for snow removal, operate a vehicle for plowing. Perform plumbing maintenance and repairs to include replacement of sinks, toilets, faucets and mixing valves.

Functional Area Title: Duties as Assigned		
E/M	% of Time	Duty Statement
M	5 %	Attend required staff meetings, training and security briefings. Other duties as assigned.

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.).

Personal computer, Microsoft Word, Outlook, Excel, Access used 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.).

blueprints, plans, schematics and specifications, two way radio

MACHINERY: (Daily) Front End Loader, Bucket Lift Boom Truck, Flat Bed Truck, 1/2 and 3/4 ton 4x4 Pickups with & without snow plow, sedans, Gas / Diesel generators and auxiliary power units, Fork lift, Snow-blower, and Lawn & garden Equipment, etc.

TOOLS: (Daily) All types of Pipe benders, threaders & cutters. Refrigerant gauges, transfer & vacuum pumps. Electric and pneumatic nailers, sanders, wrenches, saws, shears, nibblers, drills. metal lathe and milling machines, wood lathe, arc welder, acetylene welder and cutter, plasma cutter, hammers, chisels, trowels, knives, levels, tri-square, rafter square, chalk line, tape measure, hand saws, files, solder guns, propane torche. Hand held tools of all types

INSTRUMENTS: (Weekly) Combustion Analyzers, micrometers, Multimeters (volt meter, amp meter, ohm meter), flow meters, thermometers, tachometers, hydrometers, weight scales, transit, calipers. Refrigerant gas/liquid detectors & Leak detectors. Multi-gas analyser use in confined space entry testing.

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, Alaska Administrative Code, Bargaining Union agreement, Department of Corrections Policy and procedures, Standard Operating Procedures and Post Orders. DOSH Safety Standard Manual, Uniform Building codes, Uniform Mechanical and plumbers code, Architectural Barrier 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.

Operate without supervision or oversight to complete assigned duties as described in section 2.

All adjustments, fine tuning, repair and replacement required and ordering new parts and equipment. Responsible for lining out and obtaining tools and materials for each job. Correcting life safety hazards that can be immediately corrected. Direct the workload and responsibilities to the working crew under incumbent`s supervision.

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.

The incumbent will contact vendors, other maintenance personnel, other facility staff, prisoner work crew, contractors, and supply houses. The contact will be on a weekly basis.

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 have life safety and security implications for a major state prison. Errors in judgment can result in the immediate job being done over again, with associated loss of time and money. It can also cause extra personnel to be called in, to support security in the event that it is security equipment that failed. An error could conceivably cause injury to personnel, or an inmate to escape causing a danger to the general public due to improperly maintained or repaired equipment.

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

Basic computer hookup and operation, completion of technical training/school in the field of electronics technology and/or electrical engineering, expertise in soldering, troubleshooting of circuitry to the component level, use of electronic instruments, termination of coaxial and Cat-5 cables, splicing of cables, reading schematics and wiring diagrams, basic maintenance of fire alarm systems, ability to install power and signal wiring, understand safety issues regarding use of chemicals and associated MSDS sheets, basic understanding of CCTV Systems, and ability to work well with others.

Required to use half-face respirator in the performance of some aspects of the job. Must be able to read and interpret Material Safety Data Sheets (MSDS), Fire Safety documentation specifications for equipment and materials for each job.

Must have effective communication skills, writing skills, mathematical skills, and knowledge and must be cognizant of security rules that impact the Goose Creek Correctional Center. Employee must have the ability to maintain cooperative relationships with other employees and prisoners. Employee must have a professional demeanor, especially in difficult or sensitive situations when dealing with staff and prisoners. Employee must be able to communicate effectively in verbal communication to instruct prisoners.

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).

Current Alaska Drivers license.

Confined Entry Training Certification.

CPR and First Aid certification within the first year of employment

certified with the State of Alaska as an Electronics Technician

must obtain fork lift training and certificate within 6 mos of employment

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			O	
Standing			O	
Running	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling			O	
Reaching above shoulder level			O	
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs			O	
Driving cars, light duty trucks			O	
Driving heavy duty vehicles			O	
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			O	
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			O	
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces		P		
Balancing on narrow surfaces		P		
Balancing on slippery surfaces			O	
Balancing on uneven surfaces			O	
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance			O	
Seeing objects peripherally			O	
Using depth perception			O	
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				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	N			
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)		P		
Exposure to electrical current (not outlets)			O	
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)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts	N			
Work on and off moving equipment		P		
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.)	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)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
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 **205542** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **205542** supervises or leads. Record **205542**'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 **205542** 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 205542's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 205542	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									