

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

DIVISION: Institutions		(Position Description Attached)	
JOB CLASS/TITLE: Maintenance Generalist - Lead		WHEN POSITION IS NEEDED: ASAP	
FLEXIBLY STAFFED: ☐ YES / ☒ NO			
WAGE GRADE: 53 \$30.87 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave, and Holidays.		DUTY STATION: PCC	
☒	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:
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>	
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2. Duties

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

This position functions as the locksmith and grounds keeper in a State prison facility. Responsible for install, troubleshoot, maintain and repair of all keys, locks and doors at the Palmer Correctional Center (PCC) and may assist other State Correctional Facilities as appropriate. Facilitate ground work and landscaping upkeep at PCC, on and around the facility.

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: Repair and Maintain Institutional Locks and Doors

E/M	% of Time	Duty Statement
E	75 %	Repairs all institutional locks and doors at PCC. Replace worn parts, modifies existing hardware from blue prints to meet new needs of security in the institution. Trouble shoots mechanical and electrical problems for all electromechanical locking doors, gates and locks on 12 volt and 120 volt systems and controls. Operates and maintains three key machines used for the cutting of high tech security keys for PCC as well as other institutions of the DOC. Cuts keys and keep accurate records of key codes for all State Correctional Facilities. Plans and organizes lock systems for master keying and facility security area by area. Responsible for keeping computer records of all keys, locks and doors. Completes a detailed key inventory on a weekly basis. Acts as a locksmith on call for all State Institutions, cut their keys, advise on locks problems and occasionally travels to other institutions as needed.

Functional Area Title: General Facility Maintenance

E/M	% of Time	Duty Statement
E	15 %	Estimates materials, costs and tools needed for repairs or new construction at the facility. Orders equipment parts and chemicals for projects as directed by the Maintenance Foreman. Operate heavy equipment during snow removal and other projects when assigned. These duties will only be performed on facility property. Diagnose and repair equipment used for operation of the facility on a day-to-day basis, which includes air handlers, fire pumps, water pumps, etc. Rotate tools in inmate areas for summer and winter use, inventory and record changes. Inventory all tools and used in the area of responsibility. These include lock shop, locksmith tool box, yard crew tools and personal tool box. Any other duties as assigned.

Functional Area Title: Grounds Maintenance

E/M	% of Time	Duty Statement
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E	10 %	Responsible for maintaining grounds and landscaped areas in and around the institution. Maintenance operation of or overseeing the operation of equipment operation such as mowing lawns with power mowers, trimming trees and brush, rake leaves and water grass as needed. Operates or oversees operation of powered weed eater to trim lawn and a lawn tractor to mow the large yards. Repair fence and razor ribbon. Use of a front end loader and a 4x4 with plows to remove snow from the parking lots, perimeter road, yard and around outside maintenance shop and warehouse. Use of snow blowers to make a walking path for the yard area for prisoners to have outside recreation. Maintain all equipment for the grounds including but not limited to; grader, loader, dump trucks and large snow blower. Trains and keeps time for up to 20 inmates who work on the yard. Keeps grounds and walkways clear of snow and ice in winter. Teach proper safety and operator skills for heavy equipment, power tools and hand tools to inmate workers. Assigns, monitors, trains and evaluates all inmates placed on the yard crew. Ensures adherence to inmate work schedules, quality standards, safety and security rules. Responsible for oversight of snow removal, ditch clearing, lawn mowing, weeding, grading of softball field, lining field for games, application of herbicides, fertilizers, etc. Apply all pesticides and herbicides needed around institution for bug control and growth of brush and shrubs that block views of secure areas.
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.).

Lockup Program- Daily

Microsoft Office Suite - 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.).

Heavy equipment: Grader, loader, dump truck, forklift, box truck, bulldozer, tractor, three wheeler and snow plows. All are used 3-4 times per week on facility property only.

Power equipment: skill saws, chain saws, weed whacker, lawn mower, backpack sprayer, Hilti drills, key cutting machines, grinders and chop saws. -All are used daily

Hand tools of all types, locksmith tools, concrete finishing tools, sheet-rock repair tools, saws, hammers, drills, plumbers tools, welding tools and Fluke voltage meters.- All are used daily

Safety Equipment: Fire extinguishers, fire hoses, water pumps, generators and Scott air packs. All are used 1-2 times per month

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/Regulations, Alaska Administrative Code, Bargaining Unit Agreement, Department of Corrections Policy & Procedures; Palmer Correctional Center Standard Operating Procedures. All used to insure the State of Alaska, Department of Corrections and Palmer Correctional Center and Bargaining Unit Agreement rules are followed.- All are used daily

Occupational Safety and Health Standards 29 CFR 1910 and Palmer Correctional Center OSHA safety plans and programs. Used to insure repairs are done in accordance with State and U.S. governmental standards. Material Safety Data Sheet procedures. All are used 2-3 times per week.

Locksmith key code books, Folger Adams Lock Manual, Medeco Lock Manual and SCCC, HMCC and PCC key codes. - All are used daily

State of Alaska Code of Ethics and Standard of Conduct. Used to insure code of ethics and standards of conduct are maintained at the standards required for a State of Alaska Department of Corrections employee. All are used 1-3 times per month.

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.

Generally the technician works under the direct supervision of the Maintenance Foreman. Some exceptions will occasionally occur, such as when working on security equipment after hours when the foreman may not be immediately available for decision making. In such cases, the technician will make decisions in the best interest of PCC security and safety, and in agreement with the Superintendent, Assistant Superintendent or Administrative Officer. All adjustments, fine tuning, repair and replacement required and ordering of new parts or equipment. Employee is responsible for lining out and obtaining tools and materials for each job. Employee corrects life safety hazards that can be immediately corrected. Direct workload and responsibilities to working staff (intermittently) or prisoner crew under the Maintenance Foreman's supervision.

Draws up plans for changes to doors and locks, change equipment and tools for yard usage. Decides when to use herbicides and fertilizers, timing on the softball field for games to begin and field use. Hiring and firing of inmates. Cuts keys for other institutions. Changes computer programs for key inventories to better suit the institutional needs.

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.

Maintenance Foreman: Consult with DAILY for job assignments

Administrative Officer: Work with for long-term and/or critical job assignments

Post I Officer: Work with when security issues arise

Maintenance Staff: Work with DAILY to give or receive assistance

Maintenance Inmates: Assign minor jobs to help alleviate workload issues

Vendors: Phone/Fax/Email to order parts and supplies

Contractors: Set up time and dates of the contracted technical work within the facility

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 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.).

Training or knowledge of institutional keys, locks and doors. Institutional security training.

Writing skills, computer skills, reading and using blueprints, communication skills, general knowledge in all forms of construction, CPR and first aid cards, stress management skills, use of emergency equipment such as, MSA Air Packs, Fire Extinguishers.

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 Palmer 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).

Valid Driver`s License

Criminal background check

Current CPR Certificate

Current First Aid Certificate

Locksmith License - can be obtained on the job

Commercial Pesticide and Herbicide License - can be obtained on the job

Emergency Service Work for Earthquake Damage Assessment Certification - can be obtained on the job

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		P		
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				F
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)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)		P		
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			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	N			
Balancing on narrow surfaces		P		
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			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		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.)		P		
Exposure to dust, chemicals, or fumes		P		
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)			O	
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		P		
Work around moving mechanical parts		P		
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.)		P		
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				F

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 **205681** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **205681** supervises or leads. Record **205681**'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 **205681** 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 205681's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 205681	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