

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Corrections/Institutions	PCN: multiple
JOB CLASS/TITLE: Maintenance Specialist BFC, Journey 1	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 53A	PAY WAGE: \$31.34+DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CITY LOCATION: Seward	PHYSICAL ADDRESS: Spring Creek Correctional
Contact: Tracy Smith/Dimirah Hind	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL: tracy@local71.com/ dimirah@local71.com
CDL REQUIRED: ☐ YES / ☒ NO TYPE OF CDL:	FIREARMS REQUIRED: ☐ YES / ☒ NO
PRE-EMPLOYMENT BACKGROUND ☒ YES / ☐ NO TYPE: DRUG TESTING CHECK REQUIRED: ☐ YES / ☒ NO	COMMENTS:

JOB DESCRIPTION:

he Maintenance Mechanic Generalist position reports to the Maintenance Foreman and is primarily responsible for, but not limited to, performing general rough and finish carpentry work. Installing and repairs carpet, flooring, tile and drywall. Prepares surfaces for paint and paint surfaces. Repairs and maintains structures and equipment. Operates heavy equipment.

SPECIAL REQUIREMENTS

Alaska Driver's License
Criminal background check
Current CPR Certificate-training provided by SOA
Current First Aid Certificate-training provided by SOA

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Tools: 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 torch, chainsaws, grinders. Handheld tools of all types.
 Test equipment: volt/ohm meter and circuit tester
 Heavy equipment: frond end loaders, bulldozers, graders, boom truck, forklift and dump truck.
 Vehicles: pickup trucks, box trucks and flatbed truck.

TYPE OF POSITION

☒	Permanent Full-Time	☐	Permanent Full-Time Seasonal
☐	Permanent Part-Time	☐	Permanent Part-Time Seasonal
☐	Non-Perm Full-Time	☐	Non-Perm Part-Time
☐	Non-Perm Part-time Sporadic	☐	Seasonal

2. Duties

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

Performs general rough and finish carpentry work at SCCC. Performs and oversees all welding projects at SCCC. Installs and repairs carpet, flooring, tile and drywall at SCCC. Prepares surfaces for paint and paint surfaces. Repairs and maintains structures and equipment at SCCC. Heavy machinery used does not require a CDL.

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: Carpentry/Welding		
E/M	% of Time	Duty Statement
E	25 %	Maintains and repairs doors, floors, windows, partitions, roofs and other parts of buildings; repairs and builds tables, shelves, desks and fixtures; builds rough wooded structures such as barricades, fences and scaffolds, and performs sheeting and rough carpentry work on buildings; performs hand and bench work in carpentry shop; operates planers, joiners, drill presses, power saws and other woodworking machinery; repairs hand tools, shovels, rakes and band saws; sharpens axes, joiner blades and rip saws; performs related duties as required. Performs general rough carpentry work in the construction, repair, or alteration of floors, roofs, stairways, partitions, doors, windows and screens. Modifies, repairs and maintains buildings and building surfaces. Erect wall and roof framing for wood frame and other construction. Performs rough-in carpentry work, including all work prior to the finished product. Constructs, erects, and installs structures and fixtures using a variety of carpentry materials. Repairs and maintains buildings, floors, roofs, stairways, partitions, doors, windows, screens, scaffolding, concrete forms, wood fixtures and furniture. Constructs buildings, sheds, stairways, fences, porches, partitions, cabinets, barricades and a variety of other structures and articles. Selects, cuts, and trims lumber to size; and assembles rough carpentry work according to sketches and specifications. Builds crates from rough lumber for packing and shipping material and equipment. Perform general finish carpentry and cabinet work in the alteration, repair and maintenance of floors, roofs, walls, stairways, doors, windows and other structures, operating power saws, planers, joiners and hand tools. Repair and build tables, benches, cabinets, furniture, bookshelves, desks, counters, shower and tub enclosures and other equipment. Lay Formica, tile and other coverings. Select wood and cut to size. Sand surfaces. Clean, sharpen and repair hand and bench tools. Sharpen saws. Oil machines and perform preventive maintenance work. Check condition of woodwork. Repair and replace door and window screens and hardware. Perform minor construction projects. Keeps records of materials used. Perform related duties as required. Assembles, repairs and/or modifies furniture. Fabricates, installs and repairs cabinets, furniture, counters, benches, chairs, shelves, lockers or other structures. Selects, cuts, and trims lumber to size; and assembles finish carpentry work according to sketches and specifications. Assigns daily work and assists crew of prisoner carpenters in the field or shop, inspects work in progress and upon completion, to ensure it meets required standards; estimates time and material costs; builds and repairs tables, shelves, desks and fixtures; constructs wooden structures, such as barricades, fences, and scaffolds, and performs rough and finished carpentry on all facility buildings. Performs hand and bench work in carpentry shop; operates planers, joiners, drill presses, power saws and other woodworking machinery; and performs related duties as required.

Requisition materials as needed for jobs. Selects appropriate grades of materials, supplies, and hardware. Secures all materials, supplies and tools that are needed to complete assigned tasks. Acquires supplies for various shops as assigned. Ensures shop equipment is in proper working condition. Operate and maintains power saws, joiners, shapers, lathes, sanding machines, drill presses and other power or hand tools.

Performs hand and bench work in the maintenance shop or at the job site; operates, planers, joiners, drill presses, power saws, routers and other woodworking machinery. Operates all carpenter hand tools and power equipment. Maintains and repairs all shop tools and equipment. Maintains and operates all types of air and electrical application devices appropriate to the trade. Operates all carpenter hand tools and power equipment. Maintains and repairs all shop tools and equipment. Sharpen saws. Cleans, sharpens and repairs hand and machine tools. Sets up, adjusts and operates power saw, drill press, planer, mortising machine and joiner.

Incumbent performs general welding as well as universal metal work to include Mig, Tig & Stick welding to include Oxy/Acetylene and Plazma Arc. Metal work will include selecting the appropriate metal for the job, cutting to size and have a good knowledge of steel and aluminum applications. Repair and maintain all steel and aluminum structure onsite as well as fencing and equipment.

Functional Area Title: Direct the work of prisoner workers

E/M	% of Time	Duty Statement
E	15 %	May direct the work of co-workers or prisoner workers. Provides on-the-job instruction. Observes performance of prisoner workers. Reports outstanding or unsatisfactory work and behavior to supervisor. Participates in screening prisoners for positions in the maintenance shop. Provides training of prisoner workers in use of new/improved techniques or equipment. Train and evaluate the performance of prisoners. Conduct new prisoner work orientations and routine safety meetings. Assign daily, weekly and special project assignments.

Functional Area Title: Painting

E/M	% of Time	Duty Statement
E	20 %	Repairs and prepares all types of existing surfaces prior to application of paints, finishes, water proofing or epoxy coatings; must know properties of surfaces such as dry-wall, masonry and etc. Prepares surfaces for painting using sandpaper, brushes, or steel wool and removes old paint from surfaces using paint remover, scraper, wire brush, blowtorch, sandblaster or water blaster. Selects premixed paints or mix blend, match and apply paints, varnishes, shellacs, enamels, lacquers, clear coats and other finishes to match specific colors. Mixes, matches, and applies stains, dyes and finishes and ensures of their proper storage and disposal; matches lumber types and grades. Matches material for color, grain, or texture to include staining, varnishing or painting assembled articles. Matches existing paints, stains and finishes by adding appropriate amounts of colorant or necessary components to original bases. Applies paints, varnishes, stains and/or lacquer to decorate and protect interior or exterior surfaces, trimmings and fixtures of buildings and other surfaces using a variety of equipment including airless sprayer or spray gun. Paints or stains desks, shelves, lockers, file cabinets, worktables and other wooden and metal articles. Applies waterproofing systems and/or epoxy coatings both mechanically and manually to stop or prevent corrosion. Paints surfaces using brushes, spray gun, paint rollers, electrostatic spraying or airbrush spraying equipment. Stains, paints, sizes, varnishes, enamels and lacquers wood, metal, glass, fiber, plaster, wallboard, brick, cement or other material. Performs epoxy and specialty coating installation.

May apply various finishes, stains, sealants, laminates and varnishes. Lays-out and paints stripes on gymnasium floors, sidewalks and parking lots surfaces.

Cover surfaces and furniture to protect from paint. Remove splattered paint after job is completed. Clean and care for brushes, spray guns and other equipment.

Plans, coordinates and supervises prisoner painters and helpers, assigning them to specific jobs, instructing them in the work to be performed and inspecting work, both in process and at completion for quality and compliance with work orders. Makes inspections of the various facilities at the prison to determine the need for painting, caulking, or plastering and reports his findings and recommendations. Maintains inventory of paints and thinners. Computes labor and material costs on job request forms and initiates requisitions for supplies. Make cost estimates of jobs in terms of time and materials.

Erects scaffolding or sets up ladders to perform tasks above ground level in accordance with OSHA standards. Designs and supervises the erection and rigging of scaffolding.

Functional Area Title: Carpet/Flooring/Tile/Drywall

E/M	% of Time	Duty Statement
E	10 %	Lays ceramic, quarry and mosaic tile, linoleum, laminates and various other kinds of coverings on floors and other surfaces; patches, repairs or replaces work and damaged floors; installs counter tops and covers other surfaces; cuts forms and adheres coverings to various shapes and types of surfaces. Installs and repairs carpet both glue down and stretch. Replace and repair stair treads and risers. Replace and repair ceiling tiles, roofs and insulation. Follows instructions on how to place tile. Must determine and blend correct cement mixture to hold tile in place. Strategically positions tile to fit necessary areas. Tape, bed and texture dry wall surfaces. Hang, tape, and/or repair sheet rock.

Functional Area Title: Repairing

E/M	% of Time	Duty Statement
E	10 %	Repairs, hangs, installs doors and windows. Replaces glass in doors and windows, sashes, shutters and screens. Erects framing, scaffolding, false work and concrete forms. Applies sheathing, siding and interior and exterior finish and trim. Constructs, installs and repairs cabinets, doors, windows, screens, shades, blinds and other components not available from commercial sources. Constructs partitions and builds and stripes concrete forms; insulates walls and installs ceilings; performs demolition work as necessary. Install and replace guttering. Repair overhead doors. Install fuse links and springs. Repair roof leaks. Inspects, repairs and/or replaces ceiling tiles and suspended ceilings. Performs minor masonry block wall repair. Install and repair metal vehicle barrier gates. Installs and repairs chain link fence. Installs and repairs razor wire barriers. Pours, finishes and repairs concrete. Apply floor tiles, laminated plastic counter or tabletops, sheetrock, screening, tin and other materials. Repair chalkboards, signs, carpet edging, baseboards, drywall and flagpole hardware. Replace door closures. Repairs and maintains space heating units and radiators. Performs ordinary and emergency repairs to pumping equipment. Removes old and installs new equipment as needed. Performs minor maintenance or replacement of various types of locks. Performs routine preventative maintenance on mechanical and electrical equipment and wiring, plumbing fixtures and pipe, heating, air conditioning and ventilating equipment, etc. Performs preventive maintenance on motors, pumps and other equipment and maintains appropriate records. Assists with service and occasionally installs heating, plumbing and electrical apparatus, i.e. gas and oil furnaces,

water heaters, air handling units, pumps, exhaust fans, air conditioners, etc. Assists and performs general maintenance on furnace filters, water heaters, exhaust fans and air conditioner filters or screens. Repairs and performs minor maintenance on plumbing fixtures including repair of faucet leaks, sink stoppers and shower heads; frees clogged sinks and drains. Repairs and maintains various types of smaller equipment and parts including hydraulic parts on operating tables and small electrical appliances (toasters, mixers, mangles, etc.), wheelchairs, beds and various types of carts. Repairs and maintains small shop machinery. Inspects and maintains machines including floor machines, wet-dry pickup vacuums, carts, shampoo machines and carpet sweepers.

Functional Area Title: Miscellaneous

E/M	% of Time	Duty Statement
E	15 %	Assists other maintenance staff in the performance of their duties, e.g. plumbing, electrical, HVAC and electronics. Communicates daily using a two-way radio in order to respond to work-related routine and emergency information. Performs housekeeping duties to maintain a clean, uncluttered and safe work environment. Assists with snow removal during the winter by operating dump trucks, front-end loaders and other equipment as required that do not require a CDL to operate. Performs general manual labor as required. Performs all other related duties as assigned. Wears appropriate personal protective equipment and follows safe working practices. Wears appropriate personal protective equipment and ensures the use of safe work practices based on M.S.D.S. recommendations.

Functional Area Title: Plans

E/M	% of Time	Duty Statement
E	5 %	Working from blueprints, drawings, sketches, schematic drawings, equipment specifications or oral instruction, lays out all work (both rough and finished) for the construction and repair of structural woodwork and equipment as well as cabinets, office equipment and other high-grade furniture. Reads, interprets and works from blueprints and drawings; creates sketches and rough layouts of items or modifications necessary for jobs. Interprets and works from penciled sketches, drawings, plans, blueprints and oral instructions. Studies work orders and issues work assignments to prisoner workers. Prepares plans and sketches to accompany work orders. Assist in the design, engineering, planning and execution of projects as they relate to the Carpenter Shop. Coordinates workflows with supervisor, co-workers and prisoner workers. Checks materials and supplies to ensure sufficient amounts on hand. Requisition materials and supplies as needed. Estimates needs for materials and orders them in bulk. Inspects materials as received. Maintains inventory of carpentry equipment and materials. Find materials that are needed for jobs by contacting vendors. Requisition, receive, approve, maintain, coordinate and distribute materials, supplies and equipment. Maintains time, material and work records. Prioritizes carpentry work. Prepares time schedules for initiation and completion of work. Develop material and labor cost estimates for maintenance and shop projects.

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.).

Systems software for specific equipment - daily

Microsoft Word - daily

Microsoft Outlook - 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.).

Radio, phone, and copy machine - daily

Hand tools: carpentry, plumbing, electrical, sheet metal and heating

Power tools: skill saw, jig saw, circular saw, table saw, radial arm saw, band saw, drills, hand and press, belt sander, orbital sander, joiners, shapers, lathes, routers and bench sanders

Test equipment: volt/ohm meter and circuit tester

Vehicles: pickup trucks, box trucks and flatbed trucks

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 Unit Agreement, Department of Corrections Policy & Procedures; Standard Operating Procedures. DOSH Safety Standard Manual, Uniform Building Codes, Uniform Mechanical and Plumbers Code. Architectural Barrier Codes. Other related resources as needed.

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, works under the 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, will make decisions in the best interest of SCCC 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. Responsible for lining out and obtaining tools and materials for each job. Correcting life safety hazards that can be immediately corrected. Direct workload and responsibilities to prisoner work crew under my 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.

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

Contractors: Set up time and dates of 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.).

Required to use respirator and appropriate personal protective equipment. Maintain and interpret Material Safety Data Sheets (MSDS), Hazardous Waste, Health and Fire Safety documentation specifications for equipment and materials for each job. Maintain tool classification, ordering and inventory for security. Effective communication skills, writing skills, mathematical skills, knowledge and practice of security per Department of Corrections' Policy and Procedures. Code of Ethics and Standard of Conduct. Ability to maintain cooperative relationships with other employees and prisoners. Professional demeanor, especially in difficult or sensitive situations. 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 – training provided by SOA

Current First Aid Certificate – training provided by SOA

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		P		
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling				F
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)			O	
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				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds				F
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				F
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				F
Distinguishing odors by smell			O	
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.)		P		
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)			O	
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)		P		
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)				F
Exposure to aggressive/angry people in the work 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 **208161** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **208161** supervises or leads. Record **208161** '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 **208161** 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 208161 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 208161	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									