STATE OF ALASKA

DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DIVISION: **DOT&PF/State Equipment Fleet**	PCN:Multiple **(Position Description Attached)**
JOB CLASS/TITLE: **Mechanic, Rural ARFF, Advanced Journey**	WHEN POSITION IS NEEDED: **ASAP**
WAGE:52D **$36.32+DOE (steps)** **Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.**	DUTY STATION: **King Salmon**

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

CDL REQUIRED: ☒ YES / ☐ NO
☐ At time of hire / ☒ Within 120-days of hire
TYPE OF CDL: Class A

FIREARMS REQUIRED: ☒ YES / ☐ NO

PRE-EMPLOYMENT BACKGROUND CHECK: ☒ YES / ☐ NO Type: DRUG/ALCOHOL TESTING: ☒ YES / ☐ NO	COMMENTS/SPECIAL REQUIREMENTS: **Class A CDL** *Note*: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.

CANDIDATE MUST BRING TO INTERVIEW:
☒ Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71)
☒ Copy of certifications and licenses
☐ Other:

Note: Candidates who do not bring the required information to the interview may be rejected.

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2. Duties

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

To professionally maintain all heavy equipment associated with the construction and maintenance of secondary roads and certificated and rural airports, including, but not limited to motor graders, loaders, dump trucks, roller compactors, sand spreaders, backhoes, tractor-trailer combinations, and ARFF vehicles. Also, maintain light duty equipment associated with the construction and maintenance of secondary roads and other user agency vehicles being operated in the area requiring repair. Perform Aircraft Rescue and Fire Fighting duties as necessary.

On an as needed basis, (emergencies and heavy winter storms) the incumbent will need to run equipment during snow removal operations on both the road and airport.

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: Vehicle Maintenance and Repair

E/M	% of Time	Duty Statement
E	85 %	This is an advance journey level mechanic position required to independently diagnose, repair, and maintain a wide variety of heavy-duty equipment for the State Fleet. This includes computerized diagnostics and the ability to repair electronic and mechanical systems. The incumbent must be able to resolve unusual or complex equipment problems through a variety of techniques and methods. In a shop or remote setting, the incumbent independently performs routine and specialized repair and maintenance on a variety of heavy equipment with diverse components and diagnostic requirements. An example of equipment would be motor graders, loaders, trucks of all types, snow blowers, and sanders, often from different manufacturers and a wide range of model years. The incumbent is required to have a base working knowledge of the equipment components in order to move the equipment for service and have the ability to correctly diagnose problems not specified in applicable programs. The incumbent, at a minimum, must be able to diagnose, maintain, repair, and modify the following systems: • Transmission and drive trains including clutch assembly, diagnostic work on mechanical, pneumatic, manual, and automatic transmissions; • Suspension systems; • Engine and emission systems, including fuel injection systems, electronic control modules and their related components and circuitry, which may include a total engine overhaul; • Hydraulic systems; • Brake systems, including air brakes; and • Direct current (DC) electrical systems for heavy and light duty equipment. The incumbent must also have the following abilities: • Welding, including MIG, arc, and gas welding and brazing; • Tire repair and replacement on all types of equipment; and • Body and frame repair. In remote single mechanic stations, the incumbent must also diagnose, repair, and maintain light duty automotive equipment using electronic diagnostic equipment.

Functional Area Title: ARFF Duties		
E/M	**% of Time**	**Duty Statement**
E	5 %	Performs Aircraft Rescue and Fire Fighting (ARFF) duties in support of Part 139 operations. Perform ARFF stand-by duties, complete

Functional Area Title: Administrative		
E/M	**% of Time**	**Duty Statement**
E	7 %	Incumbent must prioritize work projects and is responsible for maintaining the shop work orders, including paper and electronic copies. Track all tasks and parts used on projects through the work order system. Abilities to accurately track labor time and parts is paramount.

Functional Area Title: Travel		
E/M	**% of Time**	**Duty Statement**
E	3 %	Travel as required to remote locations both on short-term and long-term assignments.

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.).

PC Computer - daily to access Microsoft Outlook and Equipment Management System (EMS).

EMS - biweekly, to open work orders, to check preventive maintenance schedules for equipment, and check equipment status.

Microsoft Outlook - daily to check email correspondence from supervisor and fleet management.

Laptop computer - to perform diagnostic evaluation of heavy-duty and light-duty equipment as necessary.

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, utilize computerized diagnostic equipment and test devices, welding tools, general shop equipment and hand tools, hydraulic, pneumatic, and power driven equipment, machining and lathe tools, paint sprayers, precision measuring tools, cranes in the maintenance and repair of vehicles and equipment.

Daily, operate heavy duty and light duty vehicles and equipment to and from the shop and testing driving and diagnostic purposes.

Self contained breathing apparatus.

Radios

Firearms

Digital cameras

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 Statues

SEF Policies and Procedures

SEF Mechanic`s Guide

Service and Parts manuals from various vendors, both in paper and CD

OSHA rules

Union contract

State and Federal regulations regarding commercial vehicles

FAA Part 139; FAA Advisory circulars

TSA Part 1542

Airport Certification Manual

Airport Security Program, Airport Emergency Control Plan

National Fire Code, NFPA, and International Fire Service Training Manual

Alaska Traffic Manual, ADOT&PF Safety Manual, and Materials Safety Data Sheets

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.

Independently assess if the resources, equipment, and tools are available to repair and maintain the equipment assigned to the station and perform those tasks such as diagnosis and repair of vehicle problems or regularly scheduled maintenance, order parts, parts stocking, and shop clean up.

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.

Supervisor: regarding performance evaluation, work schedule, scheduled maintenance and course of action, and disciplinary actions, if necessary.

Executive branch agency representative: discuss problems with vehicles, scheduling maintenance or vehicles, and/or discussion or course of action taken on vehicles.

Maintenance and Operations Superintendent/Foreman/Leadman: discuss ARFF related training and emergencies as necessary.

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?

If the mechanic should not repair the vehicle to Original Equipment Manufacturer (OEM) or state standards, this could place the operator and/or public in harms way.

Not correctly diagnosing equipment problems could result in delays or the purchase of unnecessary parts for installation on the vehicle/equipment. Delays in repairs could result in red tagged equipment, which could lead to road or airport closures.

Certificated airports operate under strict FAA and TSA operating guidelines as outlined in the airport certification and safety manuals. Failure to abide by the guidelines can result in written violations, monetary fines, and loss of airport operating permit.

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

Effective writing skills including grammar and spelling. Consistency and accuracy in the work product and the ability to independently follow through and complete assigned tasks. Clear and professional communication and human relation skills are vital.

Skill in maintaining a clean and safe work and tool area and use the standard shop tools and procedures.

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).

Class "A" commercial driver`s license (CDL) is required to perform the duties of this position.

Steel toed boots or other approved personal protection equipment to avoid smashed toes from dropped or fallen objects.

Schooling in engine transmission, power shift transmission, special training in brakes, suspensions, front ends, electrical troubleshooting, welding, and hydraulics.

ETT (Emergency Trauma Treatment) training 40 hour course. ARFF training, including 40 hour course and medical evaluation and fit test for self contained breathing apparatus. Training in Managing Wildlife Hazards at Airports (training provided after hire). Must be proficient at operating heavy equipment.

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				F
Squatting or kneeling				F
Crawling				F
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				F
Driving heavy duty vehicles				F
Using floor mounted foot controls to operate equipment (e.g., not driving a car)				F
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers				F
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms			O	

Lifting/carrying up to 25 pounds				**F**
Lifting/carrying 26-50 pounds				**F**
Lifting/carrying more than 50 pounds				**F**
Pushing/pulling up to 25 pounds				**F**
Pushing/pulling 26-50 pounds				**F**
Pushing/pulling more than 50 pounds				**F**
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				**F**
Seeing objects peripherally				**F**
Using depth perception				**F**
Seeing close work (e.g., typed print)				**F**
Distinguishing colors				**F**
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			**O**	
Work in confined areas (under desks, in heating vents, etc.)			**O**	
Exposure to dust, chemicals, or fumes				**F**
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)				**F**
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)	**N**			
Work in urban or highway traffic (other than driving)			**O**	
Work around moving machinery or mobile equipment				**F**
Work around moving mechanical parts				**F**
Work on and off moving equipment				**F**
Work on slippery or uneven surfaces				**F**
Work/travel in boat/small aircraft/helicopters			**O**	

Exposure to high noise levels				**F**
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)		**P**		
Exposure to needles or sharp implements (e.g., hospital, kitchens)				**F**
Use of hot equipment (e.g., kitchen ovens, lab equipment)			**O**	
Exposure to wild/dangerous animals		**P**		
Exposure to insect bites or stings			**O**	
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.

Work in a shop environment and outside in all weather conditions. Temperatures can fluctuate between -50 and +90 degrees. Incumbent must be able to manipulate tools in confined spaces. Ability to ensure computer calibrations are adjusted properly. Ability to think and reason logically and recommend alternative solutions to problems encountered. Work under defined deadline and in an efficient manner. Ensure adequacy of resources, equipment, and tools available to do the work. Work and communicate effectively in a team environment. Incumbent must pass the ARFF class an d maintain currency in ARFF certification that required mental and physical abilities to fight fires and perform incident commander responsibilities in the event of an aircraft accident. The potential to experience accidents with mass casualties (more than 100) is possible. Incumbent must maintain ETT Certification. Position must be able to read, understand, and apply complex federal and state regulations pertaining to airport and highway maintenance and operations. Position is subject to random drug and alcohol testing. Use of hot equipment: The incumbent will occasionally be required to work with electrical arc welders, oxy acetylenes welding and cutting equipment, plasma torch cutters, soldering equipment, heat guns for heat shrink operations and exposed to hot engines, hydraulics, exhaust stems, and radiators.

5. Supervisory Authority

This page must be completed if PCN **250947** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **250947** supervises or leads. Record **250947** '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 **250947** 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 250947 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN **250947**	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									