

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DMVA / AIR FMO	PCN: 090236
JOB CLASS/TITLE: Maintenance Generalist - Journey	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 54 (\$30.43) DOE +Steps	LOCATION: Eielson AFB, AK
CONTACT: JOLEEN NASH PHONE: 907-452-5024 EMAIL: JOLEEN@LOCAL71.COM	*Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.

CDL REQUIRED: ☐ YES / ☒ NO TYPE OF CDL: Valid AK DL ENDORSEMENTS :	FIREARMS REQUIRED: ☐ YES / ☒ NO
PRE-EMPLOYMENT BACKGROUND ☒ YES / ☐ NO TYPE: Base Clearance DRUG TESTING CHECK REQUIRED: ☐ YES / ☒ NO	COMMENTS: Incumbent must obtain and maintain State / Federal security clearance badge for Post and Facility access.

JOB DESCRIPTION:

Work typically is concerned with the repair and general maintenance of complete building systems, individual building components, and complex whole structures. Work is assigned by State foreman.

- **CARPENTRY WORK:**
 - Journeyman carpentry work which requires the maintenance of all facilities. Perform visual examinations and operational tests to determine the need for and the performance of new and repair work.
 - Performs carpentry work which may be performed independently. Completed work and finished products must be of precise fit, accurate dimensions and quality appearances.
 - Develop preliminary project scope, plans labor and material estimates and recommends designs based on consulting with customers on their project needs and schedule.
- **HVAC AND PLUMBING REPAIRS:**
 - Plan, estimate materials and perform basic repairs/replacement on HVAC and plumbing systems or components.
 - Replace belts, filters, lubricate bearings, repair sink and toilet fixtures, water leaks (repairing water and waste pipes) and install compress air lines.
 - Attend to obstructed effluent drain lines.
- **DOOR MECHANIC:**
 - Overhead and hangar door mechanic requires the inspection, repair, rebuild, and perform routing maintenance on a variety of different size commercial overhead doors. Includes motor adjustment, center and end rollers, spring re-winding and replacements, panel and cable replacement.
 - Inspect, repair, and perform routing maintenance on a variety of aircraft hangar doors.

SPECIAL REQUIREMENTS (i.e. valid driver license, flagging certificate; First Aide/CPR Card):

Requirements to remain in this position, you must possess and maintain the following:

- Valid driver's license.
- Federal / State Security Clearance required for Post and facility access.
- Common Access Card (CAC), Must be able to pass Federal security clearance to get and maintain CAC for base and computer access.
- State provided training will be completed within the successful applicants probationary period.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE (i.e. chainsaws, hand tools, snow plow, vehicles, sander, grader):

- Table, radial, worm drive, miter, sawzall, band saws, drills, hand tools and specialized tools, pick-up trucks, ladders, grinders, nail guns, safety equipment and gear, respirators - daily
- Airless sprayer, line sprayer, generators, and cup gun sprayer - monthly
- Bobcat and attachments, sweeper, case tractor, fork lifts, scissor lift, grove man lift - weekly
- Cutting torch, soldering and brazing tools, and wire feed welder - weekly
- Locksmith tools and key cutter - monthly

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.

Work typically is concerned with the repair and general maintenance of complete building systems, individual building components, and complex whole structures. Work is assigned by State foreman.

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 WORK		
E/M	% of Time	Duty Statement
E	45 %	- Journeyman carpentry work which requires the maintenance of all facilities. Perform visual examinations and operational tests to determine the need for and the performance of new and repair work. - Performs carpentry work which may be performed independently. Completed work and finished products must be of precise fit, accurate dimensions and quality appearances. - Develop preliminary project scope, plans labor and material estimates and recommends designs based on consulting with customers on their project needs and schedule. - Incorporate trade and building code practices, evaluate safety and health conditions to meet OSHA requirements. Anticipate problems and recommend alternative solutions using trades and crafts principles. - Function as the project manager to inspect work performed by a contractor. -Installation of electronic equipment including audio and video systems. - Paint and drywall. - Plan and estimate project requirements; determine color, quantity, and type of paint needed. -Prepare painting surface (taping, sanding, sealing of cracks, texturing, caulking, and cleaning). - Painting interior and exterior surfaces utilizing roller and airless spray techniques. - Drywall work includes installing drywall to walls and ceilings, taping and installing corner bead, mudding, and spraying texture of various types. - Repair work involves matching existing texture and paint to existing walls. - Floor installer requires planning, estimating materials, performing repairs, and installing new flooring. - Utilizes trade practices on glue down carpet, vinyl sheeting, ceramic and vinyl tiles, cove base, and rubber stair treads.

Functional Area Title: HVAC AND PLUMBING REPAIRS		
E/M	% of Time	Duty Statement

E	25 %	- Plan, estimate materials and perform basic repairs/replacement on HVAC and plumbing systems or components. - Replace belts, filters, lubricate bearings, repair sink and toilet fixtures, water leaks (repairing water and waste pipes) and install compress air lines. - Attend to obstructed effluent drain lines. - Install and repair system piping to include but not limited to: copper, plastic, galvanized, stainless, brass, and bronze. - Perform preventative maintenance on various plumbing fixtures.
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Functional Area Title: DOOR MECHANIC

E/M	% of Time	Duty Statement
E	10 %	- Overhead and hangar door mechanic requires the inspection, repair, rebuild, and perform routing maintenance on a variety of different size commercial overhead doors. Includes motor adjustment, center and end rollers, spring re-winding and replacements, panel and cable replacement. - Inspect, repair, and perform routing maintenance on a variety of aircraft hangar doors. - Work involves adjusting door limit switches, belts, lubricating door guides and wheels, changing gear oil, and repairing fabric tears. - Inspecting, installing, and repairing commercial doors (interior and exterior), door hardware (lock sets, door closures, kick plates, etc.). Framing wall systems, installing drop ceilings, install and repair windows, repairing metal siding, install interior trim (Formica tops, cabinets, and variety of trim work).

Functional Area Title: ROOFING REPAIR AND MAINTENANCE

E/M	% of Time	Duty Statement
E	5 %	- Roof repair work involves evaluating roof condition and needed repairs. - Plan and estimate materials for scope of work, and determine safety procedures, and proper equipment for the job. - Utilize the correct roofing techniques for the repair and maintenance on modified bitumen (torch down), EPDM rubber roofs, metal roofs, and asphalt shingles.

Functional Area Title: HEAVY EQUIPMENT OPERATION & SNOW REMOVAL

E/M	% of Time	Duty Statement
E	5 %	- Remove snow from parking lots utilizing heavy equipment. - Operating front end loaders and bobcats.

Functional Area Title: WELDING

E/M	% of Time	Duty Statement
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E	5 %	- Welding tasks involve designing, fabricating, and repair of structural components in a building/facility. - Suggest changes to State foreman and engineering assistant II, plan and estimate materials on a variety of structures (doorway roof structures, roof snow deflectors, fabricating signs, repairing doors and frames, machinery, and audio, visual, and exterior antenna supports. - Utilize arc and wire feed welding techniques.
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Functional Area Title: OTHER DUTIES ASSIGNED		
E/M	% of Time	Duty Statement
E	5 %	- Other duties assigned based on the needs of the supervisor and/or mission of department.

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.).

- Microsoft Word, Excel, Outlook - daily
- IEMS software (work orders) - monthly
- Internet Explorer browser program - 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.).

- Table, radial, worm drive, miter, sawzall, band saws, drills, hand tools and specialized tools, pick-up trucks, ladders, grinders, nail guns, safety equipment and gear, respirators - daily
- Airless sprayer, line sprayer, generators, and cup gun sprayer - monthly
- Bobcat and attachments, sweeper, case tractor, fork lifts, scissor lift, grove man lift - weekly
- Cutting torch, soldering and brazing tools, and wire feed welder - weekly
- Locksmith tools and key cutter - monthly

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.).

- ASME - weekly
- Manufacturer/O&M manuals- daily
- OSHA regulations on safety - daily
- NFPA - monthly
- Air Force Unified Facilities Criteria - monthly
- Department of Defense Security Regulations - monthly

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.

- When dealing with customers on their projects, must consult with and provide a variety of options on a design or ideas that will accomplish their project goals.
- The coordination of a project schedule, planning and estimating materials, structural design or modifications to existing structures that meets building code regulations and provides the customer with a

quality product.

- Working with contractors on their base projects, must inspect the work completed to insure it is to industry standards and quality work.
- Make suggestions for designs on signs, audio visual projects and remodeling projects.

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.

- Customers submit work orders for their structural projects and/or repairs, must consult with the clients on their particular project needs and evaluate, plan, and coordinate materials, labor, and work a schedule for their project - daily
- Researching submittals, blueprints, and previous contracts, must work with the State foreman and the engineering assistant to evaluate materials, structural design, locate utilities, mechanical and electrical designs on existing building - monthly
- Essential to coordinate and communicate with contractors and vendors on base projects, escort to project location, communicate project scope, and inspect work for proper compliance - weekly
- Must communicate with State foreman on a daily basis.
- Must work with State electrician, boiler operator, DDC controller, and other general maintenance workers and laborers on projects - daily

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?

- Possible over/under planning of materials, time for completion of the project, not enough research with blueprints or submittals on a project to prevent unforeseen problems. A consequence could be personal injury, disruption of utilities (electrical, water, sewer, heating) and disruption of base operations (depending on what offices and aircraft maintenance hangars are affected).

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

- Strong troubleshooting background.
- Need to communicate clearly in writing, in person, via telephone/cellular phone, and/or over hand held two-way radios with customers, contractors, and fellow employees.

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 State of Alaska drivers license.
- Common Access Card (CAC), Must be able to pass Federal security clearance to get and maintain CAC for base and computer access.

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	N			
Jumping	N			
Bending or twisting				F
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				F
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)			O	
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			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	N			
Seeing objects at a distance		P		
Seeing objects peripherally		P		
Using depth perception			O	
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		P		
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)	N			
Exposure to electrical current (not outlets)				F
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)			O	
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts				F
Work on and off moving equipment			O	
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters		P		

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)	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		P		
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment	N			

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.