

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

DIVISION: CORRECTIONS/INSTITUTIONS		PCN: 20-8160 (Position Description Attached)	
JOB CLASS/TITLE: MAINTENANCE MECHANIC, AUTOMOTIVE, ADVANCED JOURNEY/LEAD		WHEN POSITION IS NEEDED: ASAP	
WAGE : \$31.34-\$33.51 + Benefits*		DUTY STATION: SCCC	
☒	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 6 months of hire	*Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays. Additional Union Member Benefits also available.
PRE-EMPLOYMENT BACKGROUND CHECK: ☒ YES / ☐ NO Type: APSIN check DRUG/ALCOHOL TESTING: ☒ YES / ☐ NO	COMMENTS/SPECIAL REQUIREMENTS: <i>Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.</i>
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 ADDRESS: tracy@local71.com



STATE OF ALASKA

Position Description

Class Title:

Mechanic - Automotive - Advanced
Journey/Lead

Position

Control

208160

Number (PCN):

Recruitment Type: Normal

1. Position Control Information

Class Title: Mechanic - Automotive - Advanced Journey/Lead		Title Code: PL0213	Grade: 53
		Salary Schedule:	N/A
Bargaining Unit: Labor, Trade, and Crafts Unit		Bargaining Unit Code:	LL
Department: Corrections		Department Number:	20
Division: Institutional Facilities			
Region/Section/Unit: Spring Creek Correctional Center			
Location: Seward		Location Code:	DSA
Time Class:	Full Time/OMB Authorized	Seasonal Code:	N/A
		Time Class Code:	FACL
FLSA Exempt: No		Strike Class: 1	
Position requires the incumbent to possess a Commercial Driver's License (CDL), to maintain registration with the federal CDL Drug & Alcohol Testing Clearinghouse, and to provide consent to the Employer to review driver information in accordance with 49 CFR 382:			Yes
Position requires possession of, or access to, firearms or ammunition:			No

2. Duties

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

Under the general supervision of the Maintenance Foreman, incumbent performs work requiring the resolution of unusual, difficult, and exceptional issues by developing or modifying approaches, methods or techniques associated with all of the automotive equipment at Spring Creek Correctional Center. These duties include but are not limited to maintaining, repairing, and troubleshooting all heavy duty and light duty vehicles. Responsible for maintenance repairs on Motor pool, Warehouse, overhead doors, and security gates. Snow removal inside and outside of perimeter fences of facility. Record keeping on fuel system on the underground storage tanks.

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: Service, Repair and Preventative Maintenance		
E/M	% of Time	Duty Statement
E	50 %	Develops and maintains a preventative maintenance program for machines and equipment and keeps accurate service records. Also maintains warranty records on all vehicles and machines and ensures warranties are maintained on a set schedule. Responsible for service repair and preventative maintenance of 40 or more pieces of equipment consisting of, but not limited to, heavy duty diesel fueled loaders, graders, dump trucks, bucket trucks, dozers, snow blowers, lift trucks, gasoline fueled trucks, pickups, vans, lawn movers, now blowers, weed trimmers, chain saws, brush cutters, gas powered welders, and water pumps. The equipment is used for maintaining the fenced in area of the institution. Maintain and repair equipment in a timely manner to maintain security of facility. Service includes vehicle maintenance service procedures as well as over hauling engines, transmissions, hydraulic pumps, electrical alternators and starters. This also includes the use of diagnostic equipment to determine the cause of a problem on newer equipment containing electronic ignition, fuel injection and anti lock brake system. Servicing also includes oil changes, oil filters, fuel filters, coolant filters, brake checks, tire rotation, checking electrical systems, grease and check all moving parts. Performs safety checks on all repaired vehicles prior to returning them to service. During the work week, maintenance employees and prisoner workers will check out tools from a shadow board or a secure tool area in the motorpool shop. It is the responsibility of the incumbent to ensure all tools are returned to their proper location at the end of the work day. Inspect tools on a regular basis for damage/repair and request tools for purchase when needed. Incumbent will maintain a master tool list and conduct an inventory on a set schedule

Functional Area Title: Ground Maintenance / Snow Removal

E/M	% of Time	Duty Statement
E	25 %	Responsible for snow removal with the assistance of minimum custody prisoners, involving consistent surveillance of the inmates via perimeter roads around the entire institution. Keep perimeter road, service road, intake area, warehouse, motor pool area, and all walk ways cleared of snow and properly sanded. Clear snow away from the microwave heads, security gates, and along side of building. Operate front loaders, graders, snow blowers, and back hoes. Maintain fences and gates outside of constitution. Mowing grass around institution and various landscaping needs. Make repairs to the perimeter road and service roads as needed

Functional Area Title: Supervises Prisoner Work Crews

E/M	% of Time	Duty Statement
E	10 %	Directs the work of co-workers or prisoner worker(s) and provides on the job instruction. Observe operation of heavy equipment such as loaders, graders, bull dozers, backhoes, and dump trucks. Directing inmates on how to repair hydraulic systems, rebuild gas and diesel engines, transmission, air brake systems, use of diagnostic equipment, and all other automotive repairs. Also direct and observe inmates on ground maintenance, such as, snow removal on roof of motor pool and warehouse, operation of lawn mowers, weed trimmers, lawn tractors, chain saws, etc. Observes and evaluates performance of prisoner worker(s). Reports outstanding or unsatisfactory work and behavior to supervisor and / or security staff. Participates in screening prisoners for positions at the motor pool.

Functional Area Title: Documentation

E/M	% of Time	Duty Statement
E	10 %	Maintain current file on all vehicles regarding mileage, service and repair work orders, fuel and oil consumption, etc. Keep inventory on all parts, oils and fluids, brake cleaner and electrical cleaner. Maintain records on the UST system. Keep daily log of all tool inventory. Get quotes on cost of parts needed for vehicle repairs. State Equipment Fleet requires work orders to be completed on all vehicles when brought in for service and preventative maintenance. Work orders include inspection sheet and work performance sheet that includes all parts, part numbers, start/finish date and times. Orders are turned into SEF every six months on light duty vehicles and once a year on heavy duty vehicles.

Functional Area Title: Misc and Training

E/M	% of Time	Duty Statement
-----	-----------	----------------

E	5 %	Cover the Warehouse when needed. Duties include directing and observing prisoner workers, receiving and delivering products, inventory, unload/load with forklift. Train and certify Maintenance staff, warehouse staff, and inmates on fork lift operations. 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.).

Daily - Microsoft Office, Genesis OTC diagnostic equipment, EMS (equipment management system) Department of Transportation.

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, Graders, fork lifts, bull dozer, tractor duets, four wheeler, 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 torch, chainsaws, grinders. 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. Air tools, hydraulic presses, welding and cutting tools, steam cleaners, floor jacks, floor cranes, parts washers, magnetic drill, fluke meters, diagnostic analyzer equipment. Multi-gas analyzer 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.).

Technical manuals and service handbooks, standards and codes used in inspections, OSHA guidelines and Alaska DOT guidelines. Motor manuals, tune up, electric,brake, and alignment. Trade practices-normal procedure for testing.

Alaska statutes, Alaska Administrative Code, Bargaining Unit Agreements, Department of Corrections Policy and Procedures, Spring Creek Correctional Center Standard Operating Procedures and Post Orders. DOSH Safety Standard Manual, Uniform Building Codes, Uniform Mechanical and Plumbers Code and Architectural Barrier Codes.

State of Alaska code of ethics and standards of conduct, Alaska Administrative Code, Bargaining Unit Agreements, Department of Corrections Policy and Procedures.

All used 1-2 times 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.

The employee works under the Maintenance Foreman Supervision. Some exceptions will occur, such as when snow removal is needed due to security concern-Foreman may be unavailable for making the decision. In such cases, employee will make the decision for the best interest facility. Constant maintenance of all equipment and repair including rebuilding or replacement of parts. Cleanup and organization of motor pool and storage areas involving any work area.

Direct workload and responsibilities to working staff or prisoner crew under the Maintenance Foreman's Supervision. Assist with the hiring and firing of prisoner workers.

Have comprehensive knowledge of the subject and use of judgment in determining action. Plan out work and make appropriate choice among alternatives. Complete work with only limited instruction and little/no advice.

Ability to proceed with work without having results or products generally reviewed while in progress.

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. It could lead to escape of a prisoner due to inadequate facility maintenance or serious life safety problems for the staff and for the prisoners,

Failure to maintain roads around perimeter needing snow removal can result in emergency vehicles not being able to access the facility. Extra personnel may need to be called in to help support security in event that security equipment failed due to weather/snow.

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

Attend and pass factory authorized schools on specific vehicle and/or equipment and apply acquired training to specific problems.

Incumbent is required to have advanced level knowledge of the following systems in order to diagnose, maintain, repair, and modify: Drive trains, suspension systems, and emissions.

Knowledge of: Techniques and procedures of light duty automotive equipment maintenance and repair using electronic diagnostic equipment. Techniques and procedures of heavy equipment maintenance and repair using electronic diagnostic equipment.

State and federal regulations regarding commercial vehicles.

Required skills include: writing, computer, reading blueprints, general construction, CPR and first aide, use of emergency equipment, interpret material safety data sheets, fire safety documentation, mathematical skills/

Must know security rules of facility. Maintain cooperative relationship with other employees and prisoner workers. Maintain professional demeanor.

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 Alaska Drivers License, Class A Commercial Drivers License, confined entry training certification, UST class A & B operator training, generator and emergency power certificate, CPR and First Aid, fall protection training, job hazard analysis.

Within 6 months of employment, incumbent must receive Class A and B Underground Storage Tank Operator Certificate.

Within 6 months of employment, incumbent must receive fork lift certification.

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		P		
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)	N			
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 **208160** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **208160** supervises or leads. Record **208160** '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 **208160** 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 208160 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 208160	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