

**ARCTEC applications and resumes are to be emailed to
human_resources@arctecalaska.com**

Relief Station Mechanics

ASSIGNED LOCATION: PHQ

DEPARTMENT: Facilities

PURPOSE OF POSITION:

Perform operation, maintenance, and repair of power generation and facilities systems, vehicles, and equipment at the radar sites in support of the Alaska Radar System (ARS) Project.

PRIMARY RESPONSIBILITIES:

1. Operate, diagnose, and troubleshoot preventative and corrective maintenance on one or more of the following systems (depending on site):
 - ◆ Power generation systems;
 - ◆ Petroleum, Oils and Lubricants (POL) systems;
 - ◆ Facilities and utility systems;
 - ◆ Heating, Ventilation, and Air Conditioning (HVAC) systems;
 - ◆ Site vehicles and heavy equipment;
 - ◆ Fire detection and suppression systems.
2. Operate site light and heavy equipment, including pick-up trucks, carryalls, bulldozers, forklifts, front end loaders, track vehicles, dump trucks, cargo trucks, backhoes, and road graders.
3. Maintain roads and runways; including snow removal at applicable sites.
4. Perform bulk transfer of petroleum-based products including; diesel fuel, gasoline, and various lubes and oils.
5. Complete all reporting requirements at each site, to include, but not limited to daily checks, weekly/monthly reports, Contract Data Requirements List (CDRL), requisitions for parts as required, vehicle and equipment condition reports, fuel and energy management reports, and on-site job status reports.
6. Complete all monthly and supplemental Recurring Work Program (RWP) generated work tickets and closures. Document and coordinate systems and facilities deficiencies on the site job order log.
7. Read and understand all Environmental Plans on site, including site specific Spill Prevention, Control and Countermeasures plan.
 - a. Be proficient in the usage of spill prevention and response equipment; know site specific procedures for all spill sizes, and the reporting procedures for spills, to include proper notification procedures
 - b. Be familiar with the procedures for inspecting and draining containment dikes and POL tank secondary containment spaces, including associated documentation
8. Be familiar with ARCTEC Alaska Operating Instructions, Administrative Instructions Task Orders, Personnel Policies and Procedures, and the systems, procedures, and equipment applicable to the job responsibilities.
9. Plan and coordinate work activities with other ARS personnel, sites, and departments.
10. Complete all assigned tasks in a safe manner. Observe all posted and written safety instructions. Notify the Health, Fire, Safety Specialist or Facilities Lead if you feel uncomfortable with any tasking.

SECONDARY RESPONSIBILITIES:

1. Perform administrative duties and maintain assigned workplace, materials, and equipment in a safe, secure, and neat condition.
2. Perform station support duties, including, but is not limited to: cooking and cleaning for all sites and third-party personnel when directed by the management.
3. Work cooperatively and constructively with customers, third party representatives, and other companies.
4. Provide training for Government, ARCTEC, and support personnel as required.
5. Operate, diagnose and troubleshoot preventative and corrective maintenance on the following, depending on the site:
 - a. Tramway
 - b. Tracked vehicle for operation on snow
 - c. Wind turbine
 - d. Specialized switchgear and generator systems
6. Organize and maintain all tools necessary to complete job duties.
7. Bring to the attention of the Facilities Lead or Operations Manager incidents or circumstances, which could affect the Company's performance on the ARS project.
8. Other applicable duties as assigned.

CORE QUALIFICATIONS:

- Minimum three (3) years' experience in the operation, maintenance, and repair of power generation and other facilities systems, including, but not limited to: building structures, fire systems, alarm systems, plumbing systems, electrical distribution systems, sewage systems, and heating ventilation systems.
- Successful completion of a recognized course or apprenticeship in power generation, millwright, or heavy equipment operations or industrial mechanics.
- Experience in the operation and maintenance of electrical power generation plants up to 1000KW, including: basic electrical repairs to conductors, motor controllers, electrical relays, alternators, and diesel engines.
- Have working knowledge of the Fix Activated Sludge Treatment System and its operating sampling maintenance.
- Ability to apply welding techniques required to complete repairs on site light and heavy equipment, as well as, facilities structural and plumbing systems;
- Maintain working knowledge of potable water systems, including testing procedures required for maintaining water in a potable condition;
- Must perform basic runway maintenance, aircraft marshalling, aircraft cargo loading and offloading, and Bird Aircraft Strike Hazard (BASH) procedures.
- Complete preventative maintenance procedures, including, but not limited to lube, oil, and filter changes/replenishments as necessary for the proper operation of the site light and heavy equipment.
 - a. Troubleshoot and perform minor repairs to site light and heavy equipment, including, but not limited to chassis, body, and drive train.
 - b. Maintain gasoline and diesel engines, including, lube, oil, and filter changes, troubleshoot and repair fuel systems, and change and adjust fuel injectors, valve train, and injector travel as applicable.

- Manage bulk fuels, including dipping tanks, and cross-referencing strapping charts and temperature corrections to determine tank levels for accounting purposes and completing all associated Air Force documentation.
 - a. Operate and maintain all equipment utilized in the fuel transfer operation, including pumps, piping, valves, and tank level monitoring equipment.
- Requisition materials, as needed and required, keeping a minimum amount of material on site, using established ARCTEC procedures.
 - a. Understand and keep a requisition suspense file to track orders through the Job Order Log, and the current maintenance documentation database.
- Report to the Facilities Lead any supply deficiencies that could impact site operations.
- Have working knowledge of computers and typical applications, including word processing (MS Word), spreadsheets (MS Excel), MS mail, and Outlook.
- Have a Driver's license recognized for operation in the state of Alaska.
- Speak, read, and write English proficiently enough to complete all employment duties.
- Have strong organizational skills and the ability to work independently.
- Have strong problem-solving and interpersonal skills to interact with co-workers and customer representatives.
- Be a US citizen, or US national, and have the ability to obtain and maintain a SECRET security clearance.
- Current biannual CPR and First Aid Certification with AED.

SECONDARY QUALIFICATIONS:

1. Familiarity with the operation and repair of the following:
 - a. Tramway
 - b. Tracked vehicle for operation on snow
 - c. Wind turbine
 - d. Specialized switchgear and generator systems
2. Able to understand refrigeration theory and its associated component maintenance.
3. Current certificates of Training for 40-hour HAZWOPER (OSHA & EPA).

PHYSICAL REQUIREMENTS:

The following physical activities are frequently required of a Station Mechanic: Balancing; bending; kneeling; squatting; reaching; sitting; standing; walking; climbing steep stairs; pushing; pulling; lifting heavy objects; grasping; communicating in person, by phone or through written correspondence; hearing; and seeing. Incumbents may be required to work on equipment while certain assemblies are in motion, or may work in close proximity to steam pipes, lethal AC and DC voltages and currents, or operating equipment. Certain maintenance actions may require repetitive motions. The noise level in the operating environment may require hearing protection.

REPRESENTATION OF POSITION

This position is covered under the Collective Bargaining Agreement (CBA) between the International Union of Operating Engineers (IUOE) and ARCTEC Alaska J/V as it relates to wages, benefits hours and working conditions.

ARCTEC Alaska is an EO and AA employer and complies with Title I of the ADA.