

ARCTEC Alaska
JOB BID ANNOUNCEMENT

Must submit a completed application with resume to
human_resources@arctecalaska.com

Relief Station Technician

ASSIGNED LOCATION: PHQ

DEPARTMENT: Operations

ASSIGNMENT: Relief Station Technician

REPORTS TO: Operations Manager

PURPOSE OF POSITION:

Maintain prime mission radar, communications-electronics equipment, and meteorological/navigational aids. Provide site support such as food services, logistics, housekeeping and administrative duties at Alaska Radar System (ARS) sites.

PRIMARY RESPONSIBILITIES:

1. Perform scheduled and unscheduled maintenance tasks on the AN/FPS-117 radar systems in accordance with Operating Instructions (OI) under the direction and control of a Radar Specialist.
2. Complete scheduled and unscheduled maintenance on the following equipment in accordance with OIs, and other equipment as assigned.
3. Single and multi-channel ground-air-ground (GAG) radios in the Ultra High Frequency/Very High Frequency (UHF/VHF) ranges;
4. Automated Weather Observation Systems (AWOS), and other weather equipment;
5. Non-Directional Beacon (NDB), Distance Measuring Equipment, and other Navigational Aids (NAVAIDS);
6. Telephone systems;
7. Public Address systems;
8. Computer systems;
9. Supervisory Control Access Data Acquisition (SCADA) systems.
10. Act as Communications Security (COMSEC) Responsible Officer (CRO) or alternate CRO for the site COMSEC account.
11. Maintain a safe and effective airfield environment for flying operations, to include conducting Bird Aircraft Strike Hazard (BASH) controls in accordance with applicable permits.
12. Act as site monitor/administrator for all assigned test equipment in accordance with OIs.
13. Perform site administrative duties, including maintaining Technical Orders and publications, downloading and distributing electronic communications, administering site visitor requirements, and administering postal requirements.
14. Perform site logistics requirements to include:
 - a. Tracking requisitions;
 - b. Breaking down and inventorying materials upon receipt;
 - c. Preparing material for shipment;
 - d. Documenting materials shipped including hazardous and dangerous goods documentation;

15. Maintaining logistics area in a neat, orderly and safe manner.
16. Perform food services duties to include:
 - a. Safe food handling and storage practices;
 - b. Preparing meals;
 - c. Cleaning and sanitizing food preparation areas and dining rooms;
 - d. Inventorying and requisitioning food services items.
17. Perform housekeeping duties to include:
 - a. Cleaning restrooms and common areas.
 - b. Preparing temporary lodging rooms.
18. Managing site laundry requirements.
19. Plan and coordinate work activities with other ARS personnel, sites and departments.
20. Be familiar with ARCTEC Alaska publications, policies, and procedures, and the systems, procedures, and equipment applicable to the job responsibilities.

SECONDARY RESPONSIBILITIES:

1. Observe and report weather conditions in accordance with military procedures at locations where required.
2. Perform administrative duties and maintain assigned workplace, materials, and equipment in a safe, secure, and neat condition.
3. Assist in developing job-related training programs and provide training as required. Station 4. Notify the Operations Manager or Sector Lead concerning incidents or circumstances that could affect the performance of ARS mission systems.
4. Work cooperatively and constructively with customers, third party representatives and other employees.
5. Perform other duties as assigned.

CORE QUALIFICATIONS:

1. Successful completion of a recognized course in Electronics Engineering Technology or similar program of study from a recognized technical/vocational school. Course of study must meet minimum contract requirements.
2. At least two (2) years' experience and proficient knowledge in the maintenance and operation of the AN/FPS-117 radar.
3. Successful completion of AN/FPS-117 OJT (on-the-job-training) and classroom training.
4. Successful obtainment of a Federal Communications Commission (FCC) General Radio Operator License (GROL) within 90 days.
5. Ability to speak, read and write English proficiently enough to complete all employment duties.
6. Working knowledge of computers and typical applications including word processing (MS Word), spreadsheets (MS Excel), and database (MS Access).
7. Formal training or demonstrated ability in food services, including menu planning and meal preparation for groups of 10 or more people.
8. Demonstrated ability in:
9. Using the military supply system to requisition equipment, supplies, parts, and other materials;
10. Shipping materials using military or commercial air transportation;
11. Preparing, handling, and receiving materials.

12. Knowledge of military Technical Order management.
13. Strong problem-solving and interpersonal skills to enable effective interaction with co-workers and customer representatives.
14. Strong organizational skills and the ability to work independently.
15. Possession of a valid state vehicle operator's license.
16. Ability to obtain a final security clearance at the SECRET level.
17. Ability to travel in small aircraft and be prepared to remain overnight in small villages in substandard accommodations.
18. Current biennial CPR and First Aid Certifications.
19. Food Handler's certification.

SECONDARY QUALIFICATIONS:

1. Ability to obtain a current military weather certification.
2. Certification or demonstrated competence in operating equipment required for logistics functions at the sites, such as forklifts and tool carriers configured for forklift operations.

PHYSICAL REQUIREMENTS:

The following physical activities are frequently required of a Station Technician: 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. Certain station technician duties 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 Brotherhood of Teamsters (IBT) and ARCTEC Alaska J/V as it relates to wages, benefits hours and working conditions.