

**STATE OF ALASKA**  
**DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES**  
**Public Employees Local 71 (LTC)**  
**REQUEST FOR REFERRAL**

|  |                     |  |                              |
|--|---------------------|--|------------------------------|
| DIVISION: <b>Anchorage International Airport</b>       |                     | PCN: Multiple<br>(Position Description Attached) |                              |
| JOB CLASS/TITLE: <b>Equipment Operator, Journey II</b> |                     | WHEN POSITION IS NEEDED: <b>ASAP</b>             |                              |
| WAGE GRADE: <b>53</b>                                  |                     | DUTY STATION: <b>Airfield Maintenance</b>        |                              |
| <input type="checkbox"/>                               | Permanent Full-Time | <input checked="" type="checkbox"/>              | Permanent Full-Time Seasonal |
| <input type="checkbox"/>                               | Permanent Part-Time | <input type="checkbox"/>                         | Permanent Part-Time Seasonal |
| <input type="checkbox"/>                               | Non-Perm Full-Time  | <input type="checkbox"/>                         | Non-Perm Part-Time           |

|  |   |
|--|---|
| <p>CDL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO<br/> <input checked="" type="checkbox"/> At time of hire / <input type="checkbox"/> Within 90-days of hire<br/>         TYPE OF CDL: <b>Class A</b><br/>         ENDORSEMENTS: <b>N,P</b><br/>         Endorsements within 90-days of hire _____</p>  | <p>Must be able to pass an airport background security check with TSA, Customs and Border Patrol and Homeland Security.</p> <p>24/7 facility<br/>         Swing Shift Differential 3.75%<br/>         Grave Shift Differential 7.5%</p> |
| <p>PRE-EMPLOYMENT BACKGROUND CHECK:<br/> <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO<br/>         Type: <b>CDL background check and Fingerprint background check</b></p> <p>DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO</p>  | <p>COMMENTS/SPECIAL REQUIREMENTS:<br/> <b>See attached LTC Job Announcement.</b></p>  |
| <p>CANDIDATE MUST BRING TO INTERVIEW:</p> <p><input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71)<br/> <input type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form<br/> <input checked="" type="checkbox"/> 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.<br/> <input checked="" type="checkbox"/> Copy of certifications and licenses<br/> <input type="checkbox"/> Other:</p> <p><i>Note: Candidates who do not bring the required information to the interview may be rejected.</i></p> |   |

## 2. Duties

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

Operate and maintain equipment to facilitate snow removal, road and grounds maintenance, support day to day operations of the airport and respond to emergency situations.

### 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: Responsibilities assigned to and Tasks performed by this position |           |   |
|--|-----------|---|
| E/M  | % of Time | Duty Statement  |
| E  | 30 %      | Clear runway, taxiways, ramps,safety areas, and roads of snow and ice using construction and specialized snow removal equipment in accordance with FAR Part 139.  |
| E  | 10 %      | Asphalt and concrete repair and maintenance, including laying, patching, sealing, painting and sweeping utilizing specialized tools and equipment.  |
| E  | 10 %      | Construction Projects i.e. Expansion and improvement to terminals, employee and general aviation parking lots, road paving and fire training areas.   |
| E  | 10 %      | Maintain general aviation facilities including float plane slips, wheel plane tie-downs, gravel landing strip, lake surface and it's perimeter.   |
| E  | 10 %      | Maintenance of airport perimeter fencing, ANC, general aviation and road signage and markers.   |
| E  | 10 %      | Pollution control and cleanup.  |
| E  | 5 %       | Perform with greater accountability for situation awareness of damage risk and safety issues by nature of the equipment and environment. This level operates specialized and heavy-duty equipment such as graders, loaders, dump trucks with minimum of two or more attachments and all core equipment of the duty station with demonstrated proficiency. |
| E  | 5 %       | Emergency response to aircraft incidents and accident such as providing trauma trailer, standby position, security checks, passenger evacuation and equipment support.  |
| E  | 5 %       | Setup and operation of equipment proficiently and safely operate equipment.   |
| E  | 5 %       | 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.).**

AIS Time Clock - 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.).**

Attachment 1 - is a complete list of the equipment that is used by this position. See the State of Alaska Competency Specifications for LTC. A Equipment Operator, Journey II must know not only the equipment assigned to him but also all the equipment that the lower levels of the competency level would know to include the following equipment: Aerial Boom truck, Aircraft rescue firefighting truck, Asphalt distributor, all types, Asphalt plant, Auger drill, Avalanche cannon, Bridge inspection truck, Broom airport runway, Belly Sander, Chip spreader, Core or track drill, Crawler tractor all sizes, Excavator/power shovel, Front loader, Gravel screening plant, Hydroseeder, Hydro ax, Loader/tractor mounted brush cutter, Motor grader, Paver, Road Roller, Road seal chip spreader, Rotary snow plow, Side Dump Trailer, Truck or trailer mounted steam boiler, Truck 3 axle tractor, Truck Deicer, Truck dump with 2 attachments, Truck tank over 2000 gallons, Yard and dock crane, Traffic line marker, Cut off saws, Jack Hammer, Power and Hand Tools, Tampers, Two-way Radios, CBs and other communications equipment, Vehicle Maintenance and Cleaning Equipment.

**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.).**

#### FEDERAL REGULATIONS AND REQUIREMENTS:

- FAR 's Parts TSR 1542, and 139
- FAA Advisory Circulars
- ANC Airport Certification Manual
- ANC Snow Removal Plan
- Alaska State Statutes
- Uniform Traffic Control Manual
- OSHA Regulations
- CDL Requirements

Must have a current CDL drivers license, as per 49 CFR 383, and SOA, DOT & PF, Policy and Procedure #07.01.010. Subpart D - Driver Disqualifications and Penalties 383.51. employee must notify their supervisor and their main office in the event of a traffic citation or any other offense against their drivers license. Lost of license is grounds for immediate dismissal.

- DEC Requirements
- EPA Requirements
- HazMat Instructions and Procedures
- In-House Policy & Procedures
- SOA, DOT & PF Policy & Procedures

**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 Journey II workers can use a variety of interrelated skills to independently complete work that conforms to acceptable standards. Incumbent has extensive knowledge of: equipment functions, equipment use appropriate to specific conditions and assignments, appropriate use of constriction, maintenance, agricultural or other chemicals and materials, hazardous materials regulations, safety regulations and practices related to equipment use and operation. Clear runway, taxiways, ramps, safety areas, and roads of snow and ice using construction and specialized snow removal equipment in accordance with FAR Part 139. Setup and operate equipment proficiently and safely. Operate with great accountability heavy-duty equipment such as graders, loaders, dump trucks, with minimum of two or more attachments, runway plows, snow blowers, and all core equipment up to and including equipment in this pay scale with demonstrated proficiency. Provide emergency response to aircraft incidents and accidents such as providing trauma trailer, standby position, security checks, and passenger evacuation and equipment support.

**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.**

Employee is part of the Airfield Maintenance team. He/she is expected to effectively communicate with other employees either in person or via 2-way radio to keep all informed of his where abouts while on the airport especially when working in tandem while clear runways/taxiways of snow, water or ice. This is a critical part of all equipment operators.

**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 employees do not stay in contact with each other while working in tandem and one of the front vehicle stops, the other not being able to see due to blowing snow, would run into the rear of the front vehicle, and the next etc. This could cause several vehicles to be unable to continue working due to repairs needed. Too many down means runways/taxiways don't get clean, which could cause the closure of runways/taxiways, which could cause airport closure.

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

Must effectively communicate in person and over two-way radio. Set up and operate equipment proficiently and safely. Maintain and communicate situation awareness. Take appropriate action to prevent damage. Perform equipment safety checks and identify inspection points. Observe the job environment and conditions.

Read and understand regulations related to the work; follow verbal and written instructions; work cooperatively and effectively as a team member; react, after instruction, to emergency and disaster situations.

On the job training will be provided as necessary in operation and use of trauma trailer in response to aircraft incidents and accidents as well as oil spill response and hazardous materials handling. Continual monthly upgrading on Environmental Protection Agency & Department of Environmental Conservation requirements and regulations.

The incumbent of this position works at the Anchorage International Airport that operates 24 hours a day/7 days a week/365 days a year, including holidays. Shift work is required.

**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).**

- Successfully complete a background and employment check prior to an offer of employment
- Obtain an Airport Security Badge and maintain it for the term of employment
- Valid Commercial Driver's License with N-Tanker, P-Passenger bus endorsements per 49 CFR 383, and SOA, DOT & PF, Policy and Procedure #07.01.010 Subpart D - Driver Disqualifications and Penalties 383.51. Employee must notify their supervisor and their main office in the event of a traffic citation or any other offense against their driver's license. Loss of license is grounds for immediate dismissal.
- Participation in a pre-employment drug test and participation in a random drug and alcohol testing program for the term of employment.

## 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  |        |   | O |   |
| Standing   |        | P |   |   |
| Running  |        | P |   |   |
| Jumping  |        | P |   |   |
| Bending or twisting  |        | P |   |   |
| Squatting or kneeling  |        | P |   |   |
| Crawling   |        | P |   |   |
| Reaching above shoulder level  |        |   | O |   |
| Reaching below shoulder level  |        |   |   | F |
| Ascending or descending using a ladder or other conveyance                       |        |   |   | F |
| Climbing stairs  |        | P |   |   |
| 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   |        |   | O |   |
| 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   |   |   |   | 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                                     |   |   | O |   |
| Distinguishing odors by smell  |   | P |   |   |
| Distinguishing tastes  | N |   |   |   |

#### 4.2 Work Environment

| Title   | Rating |   |   |   |
|---|--------|---|---|---|
|   | N      | P | O | F |
| Work in/exposure to inclement weather                               |        |   |   | F |
| Work/in/exposure to cold water                                      |        |   | O |   |
| Work/live in remote field sites                                     | N      |   |   |   |
| Work in confined areas (under desks, in heating vents, etc.)        | N      |   |   |   |
| 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)                 |        | P |   |   |
| Work at heights over 25 feet (e.g. towers, poles)                   |        | P |   |   |
| Work in urban or highway traffic (other than driving)               |        | P |   |   |
| 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                      |        | P |   |   |

|   |          |          |  |          |
|---|----------|----------|--|----------|
| Exposure to high noise levels   |          |          |  | <b>F</b> |
| Exposure to infection, germs, or contagious diseases (e.g. hospital, lab, clinic, etc.)   |          | <b>P</b> |  |          |
| Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment) |          | <b>P</b> |  |          |
| Exposure to needles or sharp implements (e.g. hospital, kitchens)   |          | <b>P</b> |  |          |
| Use of hot equipment (e.g., kitchen ovens, lab equipment)   |          | <b>P</b> |  |          |
| Exposure to wild/dangerous animals  |          | <b>P</b> |  |          |
| Exposure to insect bites or stings  |          | <b>P</b> |  |          |
| Exposure to aggressive/angry people in a public protection environment  | <b>N</b> |          |  |          |

#### 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.

DAILY: 1) Exposure to hazardous materials; toxic, flammable and explosive. 2) Extremely high noise levels for extended period of 8 - 12 hrs. 3) Potentially dangerous equipment that could easily maim, injure, or kill if improperly handled. 4) Operating multiple radio frequencies for control and information while in the midst of continuous aircraft operations. Occassionally: Working with high voltage Seasonal: 1) working in extreme cold for extended periods. 2) Operating equipment in near zero visibility and blizzard conditions while in close proximity of passenger and cargo aircraft. 3) Snow removal on roadways, specifically around the terminal area where heavy traffic congestion exists while operating against directional flow of traffic.

## 5. Supervisory Authority

This page must be completed if PCN **253558** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **253558** supervises or leads. Record **253558** '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 **253558** 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 253558 's Responsibilities and Assigned Level of Authority |  |   |           |  |             |                     |                       |                      |                        |
|--|--|---|-----------|--|-------------|---------------------|-----------------------|----------------------|------------------------|
| Positions Directly Supervised or Led by PCN <b>253558</b>      | 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   |  |   |           |  |             |                     |                       |                      |                        |