

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

DIVISION: DOT&PF, Central H&A,M&O		PCN: 25-1112	
JOB CLASS/TITLE: Equipment Operator Jrny II			
WAGE GRADE: 53		DUTY STATION: Cascade, mile 93.5 Glenn	
<input checked="" type="checkbox"/>	Permanent Full-Time	<input 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, Sub-fill,	<input type="checkbox"/>	Non-Perm Part-Time
CDL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO <input checked="" type="checkbox"/> At time of hire / <input type="checkbox"/> Within 90-days of hire TYPE OF CDL: A ENDORSEMENTS: N Tanker FIREARMS REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO		WORK SCHEDULE: Winter Shift (may change) Sun-Wed 6am-4:30pm, Summer is Mon-Thursday 6am-4:30pm TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO In the summer time possible travel. This Camp is at mile 93.5 of the Glenn HWY	
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: CDL history check DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO			
CANDIDATE MUST BRING TO INTERVIEW: <input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) <input checked="" type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form <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. <input checked="" type="checkbox"/> Copy of certifications and licenses <input checked="" type="checkbox"/> Other: ** Shift is early, willing to work overtime if needed. <i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>			

Class Title:
Equipment Operator - Journey II

**Position Control
Number (PCN):** 251112

2. Duties

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

The incumbent will perform equipment operations commensurate with a journeyman level operator. The main focus of this position will be to utilize various types of heavy equipment to perform maintenance activities in support of State of Alaska mission and maintenance of infrastructure.

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:		
E/M	% of Time	Duty Statement
E	2 %	Perform equipment maintenance as required. This includes performing operator maintenance, adding fluids, keeping vehicles clean, and changing blades as necessary.
E	4 %	To perform pre-trip and post-trip inspections on all equipment/vehicles before and after operation utilizing the equipment checklist provided by the work center. Note abnormalities and damage to equipment/vehicles and turn into SEF Maintenance as appropriate. Note service intervals and turn in as necessary or coordinate with foreman to do so.
E	45 %	<p>Winter Operation</p> <p>Perform snow and ice removal with plow/sanders and graders with all attachments. Become familiar with the techniques, routes, and obstructions to do an effective job. Apply abrasives (sand) as a traction aid and make decisions based on conditions as to where and how much to apply to any given area.</p> <p>Perform snow haul operations. Operate graders, loaders, snow blowers and dozers to incorporate all facets of the operation. Become familiar with the techniques of pulling</p>

		<p>snow, recognizing obstructions, loading trucks, accountability for contractor trucks and snow dump maintenance to ensure the success of the operation.</p> <p>Operate steam generator with associated attachments to facilitate drainage during the winter and breakup periods. Become familiar with techniques, establish an understanding of the many types of drainage systems, problematic drainage areas and most notably the safe operation of the boiler.</p> <p>Perform avalanche mitigation support as required. This may include but is not limited to gathering data, manning road closures, assisting with the gun missions, cleaning up debris, maintaining gun mounts and maintaining all other associated items with regards to avalanche mitigation.</p> <p>Perform maintenance activities that promote a safe winter working environment such as clearing and marking obstructions, marking culverts, and studying routes.</p> <p>Responds to emergencies as directed by supervisory personnel. This may include but limited to road hazards, sinkholes, flooding, debris removal, eradicating windstorm damage and rockslides.</p> <p>Become familiar with and be able to apply practical applications of traffic control commensurate with winter maintenance activities. This includes use of arrow boards, flagging operations, planning and setting up traffic control for work zones utilizing a wide variety of devices for any number of work details to include snow haul, crack sealing, ditching, and pothole maintenance to name a number of work tasks but is not all-inclusive.</p> <p>Respond to material spills on occasion; generally as a result of a spill or leak from a piece of equipment.</p> <p>Perform all other duties as assigned.</p>
E	45 %	<p>Summer Operations</p> <p>Performs maintenance on a wide variety of assets and infrastructure to include but not limited to: asphalt surface maintenance and repairs, gravel surface maintenance, methods of compaction, concrete repairs, guardrail, fence, and barricade maintenance, grass/brush cutting, ditch/drainage structure maintenance, sign maintenance, applying pavement markings, dust control, sweeping and landscaping techniques. Become proficient on all equipment, tools, techniques and safety precautions to perform any of the aforementioned activities.</p> <p>Perform bridge maintenance as required. Become familiar with techniques that involve painting, sand blasting, perform asphalt & concrete repairs, and other structure repairs as deemed necessary. This activity may require an employee operate some specialty tools and equipment in the performance of this activity. This activity may also include extensive travel during the summer season to accomplish projects.</p>

		<p>Responds to emergencies as directed by supervisory personnel. This may include but limited to road hazards, sinkholes, flooding, debris removal, eradicating windstorm damage and rockslides.</p> <p>Perform all other duties as assigned.</p> <p>Become familiar with and be able to apply practical applications of traffic control commensurate with summer maintenance activities. This includes use of arrow boards, flagging operations, planning and setting up traffic control for work zones utilizing a wide variety of devices for any number of work details to include snow haul, crack sealing, ditching, and pothole maintenance to name a number of work tasks but is not all-inclusive.</p> <p>Respond to material spills on occasion; generally as a result of a spill or leak from a piece of equipment.</p>
M	2 %	Perform shop maintenance as required to include general housekeeping.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	2 %	Attend training as required. A myriad of training exists the employee will participate in. This training will consist of but is not limited to Traffic Control, First Aid/CPR, OSHA, equipment and computer training to name some however the list is not all-inclusive.

Percentage Total: 100%

3. Other Work Details
<p>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.).</p> <p>May be called upon to use a computer for certain computer-based training.</p> <p>Perform research through internet search.</p> <p>Use Maintenance Management System (MMS).</p>

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.).

Asphalt distributor, all types

Auger drill

Broom, airport runway

Chip spreader

Excavator/power shovel

Front loader, 2 cubic yards and greater

Gravel screening plant, portable and rock crushers

Hydroseeder

Hydro ax

Loader/tractor mounted brush cutter

Motor grader, all weights with attachments

Road Roller, self-propelled

Rotary snow plow, all capacities

Truck or trailer mounted steam boiler, includes driver

Truck, 3 axle tractor, 6x4 (tractor trailer truck)

Truck, dump with attachments

Truck, tank, over 2,000 gallons

Traffic line marker

** And all lower class equipment

MISCELLANEOUS:

cut off saws

jack hammers

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.).

OSHA Statutes

MUTCD & Alaska Supplement

Traffic Laws

Dept. of Labor Statutes

State Policies & Procedures

Local 71 Contract Language

Equipment Operating Manuals

Right-To-Know Regulations

Environmental Regulations

Lock-Out Tag-Out Procedures

FCC Radio Regulations

Directions From Supervisors

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 incumbent will work under the supervision and at the discretion of a foreman however will be able to make decisions on the job and have the independence in some/most cases to complete the task or work assignment without full or constant supervision.

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.

May have contact with internal/external agencies within the Department in the performance of duties. In some cases with have contact with state and local agencies. Will or could have constant contact with the public.

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?

Consequences of errors may hinder the completion of work objectives. Errors may also jeopardize the safety of the incumbent, coworkers or the public.

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

Communication plays a large role in the completion of work objectives. The incumbent must be able to communicate clearly and most specifically using radio systems to communicate with coworkers.

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).

Commercial Drivers License (Class A CDL) with Tanker Endorsement NOTE: HAZMAT endorsement is not essential for the hiring of this position however at any given time management may require the incumbent to obtain the HAZMAT endorsement at the cost of the Department.

Painting Certificate (HAZMAT) Card NOTE: This particular HAZMAT endorsement is not essential for the hiring of this position however at any given time management may require the incumbent to obtain the HAZMAT endorsement at the cost of the Department.