

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

|   |                     |   |                              |
|---|---------------------|---|------------------------------|
| DIVISION: <b>Southcoast Region, Highways and Aviation, Maintenance &amp; Operations</b> |                     | PCN: <b>25-2526</b><br><b>(Position Description Attached)</b>                                   |                              |
| JOB CLASS/TITLE:<br><b>Equipment Operator – Journey II</b>                              |                     | WHEN POSITION IS NEEDED:<br>IMMEDIATELY !!!   |                              |
| FLEXIBLY STAFFED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO |                     | Scott on vacation back about end of June 2019   |                              |
| WAGE GRADE: <b>53/\$24.54 an hour + benefits</b>  |                     | LTC Schedule Interview? : <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO |                              |
|   |                     | DUTY STATION: <b>Skagway</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           |

|  |   |
|--|---|
| 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-Tanker</b><br><br>FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO | WORK SCHEDULE: <b>4 day/ 40 hr week</b><br><br>TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO |
|--|---|

|  |   |
|--|---|
| PRE-EMPLOYMENT BACKGROUND CHECK:<br><input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO<br>Type: <b>CDL history check</b><br><br>DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO | COMMENTS/SPECIAL REQUIREMENTS:<br><br><p style="text-align: center;"><b>MUST HAVE CDL-A, AND<br/>ENDORSEMENT N-TANKER</b></p> |
|--|---|

|   |
|---|
| CANDIDATE MUST BRING TO INTERVIEW:<br><input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71)<br><input checked="" 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: |
| <i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>   |

|                       |                                  |
|-----------------------|----------------------------------|
| CONTACT: Linda Murphy | PHONE NUMBER: 907-586-6993       |
|                       | FAX NUMBER: 907-586-5757         |
|                       | EMAIL ADDRESS: linda@local71.com |

## 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. Shift work may be required.

### 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: Equipment Operator |           |   |
|---|-----------|---|
| E/M                                       | % of Time | Duty Statement  |
| 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   | 2 %       | Perform equipment maintenance as required. This includes performing operator maintenance, adding fluids, keeping vehicles clean, and changing blades as necessary. Assist in maintaining the shop.  |
| E   | 46 %      | <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 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 arrowboards, flagging operations, planning and setting up traffic control for work zones utilizing a wide variety of</p> |

|   |      |   |
|---|------|---|
|   |      | <p>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 but not limited to a spill or leak from a piece of equipment.</p> <p>Perform all other duties as assigned.</p>  |
| E | 46 % | <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 &amp; 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>Become familiar with and be able to apply practical applications of traffic control commensurate with summer maintenance activities. This includes use of arrowboards, 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 but not limited to a spill or leak from a piece of equipment.</p> <p>Performed all other duties as assigned.</p> |
| E | 2 %  | <p>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.</p>   |

**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.).**

May be called upon to use a computer for certain computer-based training.

Perform research through Internet search.

Use Maintenance Management System (MMS).

Make updates to the CARS (511) website.

**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.).**

**9511-53**

Aerial boom truck

Asphalt distributor, all types

Auger drill

Avalanche cannon

Bridge inspection truck

Broom, airport runway

Chip spreader

Core or track drill

Crawler tractor, all sizes

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

Road seal chip spreader

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

Yard and dock crane

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. The incumbent may be asked to be a "lead" or lead co-workers in the completion of a task or maintenance activity.

**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 will have contact with local and state agencies, as well 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. The incumbent must also be skilled in transmitting positive communication to the general public when called upon or when the occasion presents itself.

**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).**

At time of appointment, incumbent must have a Valid Class A CDL with Tanker endorsement. Management may require incumbent to obtain a HazMat, but is not required at time of appointment.

If incumbent is being flexed from an Equipment Operator Journey I to and Equipment Operator Journey II, incumbent must have completed all requirements outlined in LOA 17-LL-047 (Amended), including successfully passing the WG 53 testing requirements.

Successfully complete all pre-employment requirements for Commercial Driver's License (CDL) and safety-sensitive positions. This includes background check and pre-employment drug testing. Upon appointment, incumbent is subject to random drug and alcohol testing in accordance with policy.

## 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  |        |   |   | F |
| Standing   |        |   |   | F |
| Running  |        | P |   |   |
| Jumping  | N      |   |   |   |
| Bending or twisting  |        |   |   | F |
| Squatting or kneeling  |        |   |   | F |
| Crawling   |        |   | O |   |
| Reaching above shoulder level  |        |   |   | F |
| 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   |        |   |   | F |
| Pinching with fingers  |        |   | O |   |
| Grasping with hand, gripping   |        |   |   | F |
| Load, unload, aim, and fire handguns, shotguns or other firearms                 |        | P |   |   |

|  |   |   |   |   |
|--|---|---|---|---|
| Lifting/carrying up to 25 pounds                                     |   |   |   | F |
| Lifting/carrying 26-50 pounds  |   |   |   | F |
| Lifting/carrying more than 50 pounds                                 |   |   |   | F |
| Pushing/pulling up to 25 pounds                                      |   |   |   | F |
| Pushing/pulling 26-50 pounds   |   |   |   | F |
| Pushing/pulling more than 50 pounds                                  |   |   | O |   |
| Balancing on moving surfaces   | N |   |   |   |
| Balancing on narrow surfaces   | N |   |   |   |
| 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   |   |   |   | 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                                      |        |   |   | F |
| Work/live in remote field sites                                     |        | P |   |   |
| 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) |        |   | O |   |
| Exposure to electrical current (not outlets)                        |        | P |   |   |
| 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)               |        |   |   | F |
| 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>N</b> |          |  |          |
| Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment) | <b>N</b> |          |  |          |
| Exposure to needles or sharp implements (e.g., hospital, kitchens)  | <b>N</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 (e.g.: State Troopers, Correctional Officers, Probation Officer)                   | <b>N</b> |          |  |          |
| Exposure to aggressive/angry people in the work environment   |          | <b>P</b> |  |          |

### 4.3 Other Work Demands

| Title                            | Rating   |          |          |          |
|----------------------------------|----------|----------|----------|----------|
|                                  | <b>N</b> | <b>P</b> | <b>O</b> | <b>F</b> |
| 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.

Environmental Conditions and Physical Requirements may consist of and/or exposure to: various traffic conditions, inclement weather conditions, paints and chemicals, moving vehicles, equipment, machinery and tools, vibration, insects and wildlife, noise, dust, mud, and fumes. Medium to heavy physical exertion. Possible exposure by duty station assignment to: risk of avalanche, heights, trenches and steep slopes, water and ice.

## 5. Supervisory Authority

This page must be completed if PCN **252526** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252526** supervises or leads. Record **252526**'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 **252526** 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 252526 's Responsibilities and Assigned Level of Authority |  |   |           |  |             |                     |                       |                      |                        |
|--|--|---|-----------|--|-------------|---------------------|-----------------------|----------------------|------------------------|
| Positions Directly Supervised or Led by PCN <b>252526</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   |  |   |           |  |             |                     |                       |                      |                        |



# STATE OF ALASKA

Position Description

**Position Control Number (PCN):** 252526

**Class Title:**  
Equipment Operator - Journey I

**Recruitment Type:** Flexibly Staffed

| 1. Position Control Information   |  |                       |                                      |                              |        |               |     |
|---|--|-----------------------|--------------------------------------|------------------------------|--------|---------------|-----|
| <b>Class Title:</b>   | Equipment Operator - Journey I                         |                       |                                      | <b>Title Code:</b>           | PL0303 | <b>Grade:</b> | 54  |
|   |  |                       |                                      | <b>Salary Schedule:</b>      | 2CC    |               |     |
| <b>Bargaining Unit:</b>   | Labor, Trade, and Crafts Unit                          |                       |                                      | <b>Bargaining Unit Code:</b> | LL     |               |     |
| <b>Department:</b>  | Transportation & Public Facilities                     |                       |                                      | <b>Department Number:</b>    | 25     |               |     |
| <b>Division:</b>  | Southcoast Region Highways and Aviation                |                       |                                      |                              |        |               |     |
| <b>Region/Section/Unit:</b>   | SR H&A, Maintenance and Operations, Southeast District |                       |                                      |                              |        |               |     |
| <b>Location:</b>  | Skagway  |                       |                                      | <b>Location Code:</b>        | CRA    |               |     |
| <b>Time Class:</b>  | Seasonal OMB Authorized                                | <b>Seasonal Code:</b> | FR - Full time regular               | <b>Time Class Code:</b>      | SACL   |               |     |
| <b>FLSA Exempt:</b>   | No   |                       |                                      | <b>Strike Class:</b>         | 3      |               |     |
| <b>Position requires possession of a Commercial Drivers License (CDL):</b>    |  |                       |                                      |                              |        |               | Yes |
| <b>Position requires possession of, or access to, firearms or ammunition:</b> |  |                       |                                      |                              |        |               | Yes |
| <b>Home Unit:</b>   | Z336   |                       |                                      |                              |        |               |     |
| <b>AKPAY Organizational Routing Code:</b>                                     | 25030301   |                       |                                      |                              |        |               |     |
| <b>Labor Distribution Code (LDP):</b>   | PSSHA ****update in IRIS****                           |                       |                                      |                              |        |               |     |
| <b>Physical Work Address:</b>   | 2.5 Mile Klondike Highway, Skagway                     |                       |                                      |                              |        |               |     |
| <b>Work Phone:</b>  | 907-983-2323   |                       |                                      |                              |        |               |     |
| <b>Supervisor Information</b>   |  |                       |                                      |                              |        |               |     |
| <b>PCN:</b>   | 252498   | <b>Title:</b>         | Equipment Operator, Journey III/Lead |                              |        |               |     |
| <b>Physical Work Address:</b>   | Mile 2.5 Klondike Hwy Skagway                          |                       |                                      |                              |        |               |     |
| <b>Work Phone:</b>  | 907-983-2323   |                       |                                      |                              |        |               |     |

|                                       |   |
|---------------------------------------|---|
| <b>Type of Action:</b>                | Update, Establish Flexible Staffing                         |
| <b>Effective Date:</b>                | 06/28/2018  |
| <b>Division of Personnel Section:</b> | Classification  |
| <b>Reviewed By:</b>                   | Leesa Hall, Human Resource Consultant I, on 06/28/2018      |
| <b>Approved By:</b>                   | Leesa Hall, Human Resource Consultant I, on 06/28/2018      |
| <b>Closed out by:</b>                 | Sandra Tagaban, Human Resource Technician II, on 06/29/2018 |

## 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 journey-level operator. The main focus of this position will be to utilize various types of light duty equipment to perform maintenance activities in support of State of Alaska mission and maintenance of infrastructure. Use of heavy duty equipment will be in a training capacity.

### 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: Equipment Inspections & Maintenance |           |  |
|--|-----------|--|
| E/M  | % of Time | Duty Statement   |
| E  | 5 %       | <p>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.</p> <p>Perform equipment maintenance as required. This includes performing operator maintenance, adding fluids, keeping vehicles clean, and changing blades as necessary</p> |

| Functional Area Title: Equipment Operation |           |   |
|--|-----------|---|
| E/M  | % of Time | Duty Statement  |
| E  | 45 %      | <p>Winter Operation</p> <p>The incumbent will receive training in the use of the more specialized heavy-duty equipment, and demonstrate competency through the on-going performance of the following duties:</p> <p>Perform snow and ice removal with maintenance station core equipment. The incumbent will be expected to follow established practices utilizing plow/sanders, loaders and occasionally graders with attachments to meet objectives. 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 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</p> |

clearing and marking obstructions, marking culverts, and studying routes.

Respond to emergencies as directed by supervisory personnel. This may include but not limited to road hazards, sinkholes, flooding, debris removal, eradicating windstorm damage and rockslides.

Become familiar with and be able to apply practical applications of traffic control commensurate with winter maintenance activities. This includes use of arrowboards, 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.

Respond to material spills on occasion; generally as a result of but not limited to a spill or leak from a piece of equipment.

Perform all other duties as assigned.

E 25 %

**Summer Operations**

The incumbent will receive training in the use of the more specialized heavy-duty equipment, and demonstrate competency through the on-going performance of the following duties:

Set up and operate specific core and duty station equipment proficiently and safely commensurate with grade level.

Perform 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.

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 to 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.

Respond to emergencies as directed by supervisory personnel. This may include but not limited to road hazards, sinkholes, flooding, debris removal, eradicating windstorm damage and rockslides.

Become familiar with and be able to apply practical applications of traffic control commensurate with summer maintenance activities. This includes use of arrowboards, 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.

Respond to material spills on occasion; generally as a result of but not limited to a spill or leak from a piece of equipment.

Perform all other duties as assigned.

**Functional Area Title: Training**

| E/M | % of Time | Duty Statement   |
|-----|-----------|--|
| E   | 20 %      | <p>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.</p> <p>The incumbent will be expected to train on above-range core equipment utilized to perform</p> |

snow and ice control. This will be necessary for the maintenance station to meet objectives. The purpose of this training is to prepare for the WG 53 test in accordance with LOA 17-LL-047.

**Functional Area Title:** Other

| <b>E/M</b> | <b>% of Time</b> | <b>Duty Statement</b>  |
|------------|------------------|--|
| E          | 5 %              | Incumbent may be required to perform other duties and equipment, including those assigned to the lower wage grade, and shop maintenance. |

**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.).**

May be called upon to use a computer for certain computer-based training.

Perform research through internet search.

Use Maintenance Management System (MMS).

**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.).**

#### **9511-54**

Asphalt heating kettle

Compressor, minimum of 100 cubic feet per minute and larger (large)

Fork lift, 6,000 lb. or greater or lift height above 10 feet (large)

Light-duty truck with broom, snow, sander or asphalt attachments through 1 ½ ton

Loader less than 2 cubic yards

Stacking conveyor

Sweeper, hydrostatic two-way self-powered

Truck, 4x2 flatbed (10,000 - 24,000 lb. GVW)

Truck, 4x2 van (10,000 - 24,000 lb. GVW)

Truck, 6x4, van

Truck, dump (5 & 8 cubic yard)

Truck, flatbed (over 24,000 lb. GVW)

Truck, small wrecker

Truck, tank, over 300 gallons up to 2000 gallons

Vacuum Aqua Tech truck

Vacuum sweeper truck

Wheel tractor with attachments

\*\* And all lower class equipment

#### **MISCELLANEOUS:**

Cut off saws

Jack hammers

Power and hand tools

Various tampers

Two-way radios, CBs and other communications equipment

Vehicle maintenance and cleaning equipment

Additional Winter Equipment (will receive training in and show competency through the on-going use of the following equipment):

Truck, dump 8-yard with snow removal attachments

Rotary snow blower

Grader with attachments

Steam boiler

**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/lead however will be able to make decisions on the job and have the independence in some cases to complete the task or work assignment without full or constant supervision. Can make decisions on how to perform assigned tasks, take care of unexpected situations and properly select and use tools and equipment. The incumbent may be asked to be a "lead" or lead co-workers in the completion of a task or maintenance activity.

**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 some 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.).**

The incumbent must have the ability to listen and follow directions. 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 supervisors, leads and coworkers. The incumbent must also be skilled in transmitting positive communication to the general public when called upon or when the occasion presents itself.

Shift work may be 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).**

At time of appointment, incumbent must obtain a Valid Class A CDL within six (6) months of hire, and all other terms as outlined in LOA 17-LL-047 (Amended).

Successfully complete all pre-employment requirements for Commercial Driver's License (CDL) and safety-sensitive positions. This includes background check and pre-employment drug testing. Upon appointment, incumbent is subject to random drug and alcohol testing in accordance with policy.

## 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  |        |   |   | F |
| Standing   |        |   |   | F |
| Running  |        | P |   |   |
| Jumping  | N      |   |   |   |
| Bending or twisting  |        |   |   | F |
| Squatting or kneeling  |        |   |   | F |
| Crawling   |        |   | O |   |
| Reaching above shoulder level  |        |   |   | F |
| 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   |        |   |   | F |
| Pinching with fingers  |        |   | O |   |
| Grasping with hand, gripping   |        |   |   | F |
| Load, unload, aim, and fire handguns, shotguns or other firearms                 |        | P |   |   |

|  |   |   |   |   |
|--|---|---|---|---|
| Lifting/carrying up to 25 pounds                                     |   |   |   | F |
| Lifting/carrying 26-50 pounds  |   |   |   | F |
| Lifting/carrying more than 50 pounds                                 |   |   |   | F |
| Pushing/pulling up to 25 pounds                                      |   |   |   | F |
| Pushing/pulling 26-50 pounds   |   |   |   | F |
| Pushing/pulling more than 50 pounds                                  |   |   | O |   |
| Balancing on moving surfaces   | N |   |   |   |
| Balancing on narrow surfaces   | N |   |   |   |
| 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   |   |   |   | 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                                      |        |   |   | F |
| Work/live in remote field sites                                     |        | P |   |   |
| 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) |        |   | O |   |
| Exposure to electrical current (not outlets)                        |        | P |   |   |
| 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)               |        |   |   | F |
| 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>N</b> |          |  |          |
| Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment) | <b>N</b> |          |  |          |
| Exposure to needles or sharp implements (e.g., hospital, kitchens)  | <b>N</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 (e.g.: State Troopers, Correctional Officers, Probation Officer)                   | <b>N</b> |          |  |          |
| Exposure to aggressive/angry people in the work environment   |          | <b>P</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.

Environmental Conditions and Physical Requirements may consist of and/or exposure to: various traffic conditions, inclement weather conditions, paints and chemicals, moving vehicles, equipment, machinery and tools, vibration, insects and wildlife, noise, dust, mud, and fumes. Medium to heavy physical exertion. Possible exposure by duty station assignment to: risk of avalanche, heights, trenches and steep slopes, water and ice.