

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

DIVISION: Anchorage International Airport		PCN: Multiple (Position Description Attached)	
JOB CLASS/TITLE: Equipment Operator, Journey I		WHEN POSITION IS NEEDED: ASAP DATE(S) / TIME FOR INTERVIEW/TESTING (IF KNOWN): Within the next two weeks	
WAGE GRADE: 54 / \$22.16+DOE (steps)		DUTY STATION: Airfield Maintenance	
<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 <input checked="" type="checkbox"/> At time of hire / <input type="checkbox"/> Within 90-days of hire TYPE OF CDL: Class A ENDORSEMENTS: N, P Endorsements within 90-days of hire	WORK SCHEDULE: 24/7 facility Swing Shift Differential 3.75% Grave Shift Differential 7.5%
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: CDL background check and Fingerprint background check DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: See attached LTC Job Announcement.
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 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 type="checkbox"/> Other:	
<i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>	

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2. Duties

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

Works in compliance with both verbal/written instructions, and using limited independent decision making authority this position maintains and provides snow removal for runways, taxiways, ramps, safety areas and roads clear of snow and ice using a variety of heavy duty snow removal equipment.

The incumbent of this position works at the Anchorage International Airport which operates 24 hours a day/7 days a week/365 days a year, including holidays. Shift work is 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:		
E/M	% of Time	Duty Statement
E	35 %	Responsible for keeping runways, taxiways, ramps, safety areas, and roads clear of snow and ice using construction and specialized snow removal equipment in accordance with FAR Part 139.
E	10 %	Apply sand and/or chemicals to maintain safe airfield surfaces.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	Asphalt maintenance, including painting, sealing, chipping, patching and sweeping.
E	30 %	Erosion and vegetation control including mowing, sloping, culvert maintenance and drainage ditch repairs.
E	10 %	Maintenance of airport perimeter fencing, ANC, general aviation and road signage and markers.
E	3 %	Maintain general aviation facilities including float plane slips, tie down, general aviation gravel strip and lake surfaces.
E	1 %	Emergency response to aircraft incidents and crashes; provide transportation for evacuation of passengers; provide equipment support for security personnel. Pollution and oil spill recovery.
E	1 %	In-house construction projects such as expansion and improvement of terminal, employee and general aviation parking facilities.

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.).

The only software/hardware used to perform the duties of this position is to clock in and clock out on a daily basis.

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.).

Must be able to operate all equipment from WG 58 sub-journey I level up to and including WG 54 journey level I.

See attached equipment list:

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.).

- FAR 's Parts TSR 1542, and 139, OSHA Regulations
- FAA Advisory Circulars, CDL Requirements
- ANC Airport Certification Manual, DEC Requirements
- ANC Airfield Maintenance Safety Manual, EPA Requirements
- ANC Airport Emergency Plan, In-House Policy & Procedures
- State of Alaska DOT Safety Manual, Uniform Traffic Control Manual
- Alaska State Statutes
- Alaska Administrative 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.

Basic tasks are performed independently and those of progressive difficulty are performed under direct supervision until proficiency is demonstrated.

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.

Incumbent works with other Equipment Operators on a daily basis. Must be able to work as a "Team", must be able to communicate and be understood by others on the "Team" in order to discuss who will be doing

each duty assigned to him. This helps prevent the need for two employees doing the same duty when only one is needed, prevents the possibility of accidents happening.

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 the operators do not talk among themselves to know what everyone else is doing, wasted time could happen. They need to discuss their assigned duties so that all involved know where each other is and know what they are supposed to be doing to prevent the possibility of someone getting injured by flying debris from mowers, shovels being tossed to get them out of the way, etc. Safety First.

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

Must be able to effectively communicate in person and over two-way radio. Set up and operated equipment proficiently and. Maintain and communicate situation awareness. Take appropriate action to prevent damage. Perform equipment safety check 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.

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			O	
Running			O	
Jumping			O	
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level			O	
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance				F
Climbing stairs			O	
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				F
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			O	
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)			O	
Exposure to electrical current (not outlets)				F
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)			O	
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts			O	
Work on and off moving equipment				F
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters			O	

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

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.

Stress working around arriving and departing aircraft during inclement weather conditions. Responding to aircraft emergencies and the possibility of assisting injured victims.

5. Supervisory Authority

This page must be completed if PCN **253591** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **253591** supervises or leads. Record **253591** '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 **253591** 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 253591 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 253591	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