

**STATE OF ALASKA**  
**DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES**

DIVISION: Northern Region Highways and Aviation / Valdez district	PCN: <b>25-2167</b> <b>(Position Description Attached)</b>
JOB CLASS/TITLE: Rural Airport Foreman	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: <b>49</b>	DUTY STATION: Valdez
<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	<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: <b>A</b> ENDORSEMENTS: <b>T &amp; N</b>  FIREARMS REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: <b>CDL history check</b>  DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS:
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 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.

Under the general direction of the Valdez M&O Superintendent, the Valdez Airport Foreman is responsible for the maintenance and operations of one certified airport within the Valdez Airport Station area. Main responsibilities include planning, scheduling, directing, monitoring, performing, and reporting Aviation activities.

### 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	40 %	Plans, schedules, directs, performs, monitors, and reports maintenance activities for the Valdez Airport and rural airports. Responsible for supervising employees, rural airport maintenance contractors and ensuring the work performed complies with State and Federal laws, regulations, directives, plans, programs and standards as well as nationally accepted maintenance practices. Types of activities supervised and performed include but are not limited to: Snow/ice control, patching, grading, sloping and ditching, crack sealing, and repairing roads, parking lots, runways, taxiways, aprons, equipment maintenance, and other highway and airport maintenance duties as required. Maintenance of signs, guardrails, culverts, bridges, lighting systems, fences, equipment, vegetation, and wildlife. Operates heavy equipment associated with the above tasks including light duty vehicles, ARFF trucks, dump/plow trucks, sweepers, snow blowers, graders, loaders, dozers, and all other equipment assigned to the station. Determines the appropriate maintenance methods and procedures to be utilized. Recommends maintenance projects for capital funding.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	15 %	Maintains the airport to Part 139 standards. Performs runway inspections; notes and correct deficiencies. Ensures runways meet all FAA certification standards in advance of Part 139 operations. Communicates with FSS by radio, issues NOTAM's when required. Conducts and reports friction measurements on the airport. Performs wildlife management duties, including the proper identification of common species of wildlife and implementation of approved hazing methods. Reports wildlife activity and hazing actions as required. Maintains all required records of these activities.

Functional Area Title:		
E/M	% of Time	Duty Statement

E	12 %	Performs Airport Rescue and Firefighting responsibilities for aircraft operations including monthly and annual training, directing triennial full-scale disaster exercises and other duties as specified in the Airport Emergency Plan. Ensures that ARFF services are provided to all Part 139 aircraft.
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Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	Responsible for maintaining records and reporting work activities in the State 's computerized Maintenance Management system. Typical reports include location and type of work performed, time for personnel, equipment and material quantity.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	Works with other DOT&PF divisions including other District Airport Managers, Highways, Traffic and Safety, ROW, Environmental, Design and Construction, Facilities, SEF and District M&O administration to accomplish work or provide technical assistance as needed. This interface increases substantially during Airport Improvement Projects, FAA Security, OSHA/MSHA Safety, and FAA Certification Inspections. Communicates with FAA, TSA, Corps of Engineers, City of Valdez officials, airline companies, airport users/lessees, construction company personnel, and all DOT&PF divisions involved or impacted by construction projects, or federal grant purchased equipment. During large construction projects this function consumes up to 50% of the manager 's time.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	7 %	Performs airport security duties required by the Airport Security program (ASP) Transportation Security Administration (TSA - CFR Part 1540/42). Responsible for issuing and controlling access badges and keys/codes. Conducts security inspections of the airport, including movement areas, SIDA, fences, and gates. Reports any security deficiencies and takes corrective action.
E	2 %	Inspects maintenance facilities and structures to determine maintenance or safety needs then set priorities, determine labor, equipment and material needs to accomplish the work.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	2 %	Order supplies, equipment parts, tools, airport lighting and maintenance materials as required to accomplish the work.

<b>Functional Area Title:</b>		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
E	2 %	Point of contact for public complaints, suggestions, or inquiries regarding Valdez Area Airports. Initial point of contact for Rural Airport Maintenance contractors. Manages the aircraft tie down lease program at the Valdez airport.

**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.).**

Computer, Microsoft Office and Excel software for communication and entering daily work activities into the State's Maintenance Management System (MMS). Digital camera software for downloading, printing, and emailing digital photos on a weekly/monthly 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.).**

Daily use of calculators, light duty vehicle, Distance Measuring Instrument (DMI), runway Friction testers, aircraft radios, State radios, airport security badging equipment, hand and power tools, firearms for wildlife mitigation, fuel tanks/pumps, heavy equipment: loaders, graders, dump/plow trucks, sweepers, brooms, snow blowers, ARFF trucks, chemical tanks and distributors, sanders, brush cutters, dozers, excavators, screening plant, crack seal equipment, asphalt packers, rollers, water tankers, boiler trucks, etc. Computer and digital camera on a daily basis.

**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.).**

Daily use and reference to 14 Code of Federal Regulations (CFR) FAA Part 139 for Category I Certificated Airport, FAA Advisory Circulars, Transportation Security Administration 49 CFT Parts 1540/1542 Regulations, Airport Security Coordinator Certifications-TSA, NFPA, Airport Security Manual, Airport Certification Manual, Airport Rescue and Fire Fighting (ARFF), Wildlife-Management training, Firearm training-USFWS, OSHA, Wetland regulations-DNR Title 41 and US Army Corps of Engineers, MSHA regulations, State of Alaska Safety Manual, MUTCD regulations, Alaska Transportation Manual, Alaska Sign Codes, Public Employees Local 71 LTC unit, Commercial Drivers License (CDL) requirements - Alaska DMV, State P&P's regarding equipment, Traffic Control, and Incident Operations Guide.

**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.**

In addition to performing operating duties, incumbent makes daily decisions regarding planning, scheduling and supervising the work of others. These decisions will include the use of personnel, equipment, and materials to provide regulatory compliance for the certificated airport and State maintained roads. Computer entries, paperwork, communication, and filing are all vital parts of the foreman/airport manager's day-to-day duties. Identify deficiencies on the road system and determine corrective action. Issue appropriate public announcements identifying hazards and/or unusual conditions.

**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 has daily contact with the general public regarding airport operations in the Valdez area. Minimum of weekly contact with outlying airport contractors regarding runway conditions and situations. Contacts Valdez District Superintendent, other airport managers and Northern Region Aviation office for advice and direction on matters different from normal operations.

**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?**

Critical errors can result in aircraft accident/incident that could include injuries and/or fatalities. Misuse of funding can effect receipt of future program allocations.

**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 knowledge, skills and abilities to use a computer for communicating, scheduling, tracking and reporting daily work and inventory activities in the State MMS. They must be capable of verbal and written communication with State employees, the public and other State and Federal agencies. The use of personal computers for the purpose of communication and data entry is critical, as is the ability to document maintenance activities. The incumbent must have excellent supervisory skills and the ability to lead a large, diverse workforce. Excellent organizational skills are also required due to the extensive State and Federal requirements associated with operating a Certificated Airport.

**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).**

Class A CDL with T and N endorsements -State DMV, Personnel Policy, 1st aid/CPR, OSHA and MSHA Certification, First Responder, and ARFF Certifications.

## 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		P		
Bending or twisting				F
Squatting or kneeling				F
Crawling		P		
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs				F
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)			O	
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		P		

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		P		
Balancing on narrow surfaces		P		
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				F
Distinguishing odors by smell			O	
Distinguishing tastes		P		

#### 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				F
Work in confined areas (under desks, in heating vents, etc.)			O	
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)			O	
Work at heights over 25 feet (e.g., towers, poles)			O	
Work in urban or highway traffic (other than driving)			O	
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment		P		
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels			<b>O</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>O</b>	
Exposure to insect bites or stings			<b>O</b>	
Exposure to aggressive/angry people in a public protection 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.

Incumbent must pass the ARFF class and maintain currency in ARFF certification that requires mental and physical abilities to fight fires and perform incident commander responsibilities in the event of an aircraft accident. The potential to experience accidents with mass casualties (more than 100) is possible. Must pass annual Fit Test and related criteria for breathing apparatus. Position must be able to read, understand, and apply complex federal and state regulations pertaining to airport and highway maintenance and operations. Position is subject to random drug and alcohol test.

## 5. Supervisory Authority

This page must be completed if PCN **252167** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252167** supervises or leads. Record **252167**'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 **252167** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **Yes** If no, skip this section.

### PCN 252167 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN <b>252167</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
252165	3	3	4	4	1	1	1	1	1
25-2168	3	3	4	4	1	1	1	1	1
25-2172	3	3	4	4	1	1	1	1	1