

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

DIVISION: <b>NR Design (Materials)</b>		PCN: <b>25-1644</b> <b>(Position Description Attached)</b>	
JOB CLASS/TITLE: <b>Driller Sub – Journey</b>		WHEN POSITION IS NEEDED: <b>ASAP</b>	
WAGE GRADE: <b>54 (\$24.05 DOE) +Steps</b>		DUTY STATION: <b>Fairbanks</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 <input type="checkbox"/> At time of hire / <input type="checkbox"/> Within 90-days of hire TYPE OF CDL: <b>A (6 months to obtain)</b> <b>1<sup>st</sup> aid + CPR within 6 months</b>  FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: <b>TBD</b>  TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO
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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: <b>*Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>  <i>Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.</i>
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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.

Assist Journey Driller in operating drilling and sampling equipment during the exploration of subsurface conditions and gathering subsurface data as required for CIP projects throughout the Northern Region of Alaska. Assist in transporting the equipment to the project sites or make arrangements to have equipment transported commercially. Assist in maintaining the drilling and sampling equipment in a manner to reduce downtime to acceptable levels.

### 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: FIELD WORK		
E/M	% of Time	Duty Statement
E	40 %	<p>At the project site assist the Journey Driller as part of a three-person drill crew. Assist preparing specific locations for drilling a test hole or digging a test pit. This may involve clearing trees and brush with a chain saw, an ax, machete, etc. It may also involve leveling a pad with a bulldozer or hand tools; or it may involve snow removal, with hand tools or machinery; setting up a drill rig (track, wheel, or skid-mounted) or a backhoe.</p> <p>Assist driller in drilling test holes with a rotary drill rig (CME 850, CME 45, Mobile B-24, etc.) using a variety of tools and methods. Various size, continuous-flight, solid (or hollow)-stem auger may be used for advancing the test hole.</p> <p>Assist in assembling the casing and driving it to the required depth with a safety or automatic hammer, advancing the hole to the required depth and insure that the hole is clean and ready to be sampled without disturbing the underlying material. Assist in assembling a sampling tool (split-spoon, Shelby tube, etc.) and lower it using specified procedures (consistent drop of hammer, or rate of feed, etc.); withdrawing the sampler from the hole by rope or cable with minimal disturbance of the sample. Assist in performing other subsurface tests, such as the vane-shear test, as directed by the field geologist and driller. Assist the geologist in obtaining and preserving samples representative of the subsurface materials.</p> <p>Assist in drilling and sampling rock formations, using diamond-drilling methods. Assist driller in selecting the rate of feed and rotation of the core barrel without damaging or blocking it. Assist in monitoring and regulating the pressure and volume of water (or other fluid) to keep the bit cool and flush the cuttings up the hole, while ensuring maximum sample retention. Assist driller in monitoring the drilling conditions and wear of bits and tools. Assist the geologist in removing the core from the barrel and in boxing it for preservation.</p> <p>Assist driller in digging test pits and trenches and taking cobble and boulder counts. This work involves a steel barrel and a spring scale that is used to weigh the boulders, cobbles and finer materials to accurately calculate percentages. Help separate the materials by hand for weighing and empty the steel container between weighing. The size of the sample may involve several hundred pounds of sandy gravel, cobbles and boulders. The boulders may weigh up to 150 lbs.</p> <p>Assist driller in regular operator maintenance and care of tools and equipment used in the field. This includes fluid checks, lubrication, fueling, checks for wear, adjustment, minor repairs, etc. It also includes vandalism protection, security, and protection from natural</p>

elements. For rented equipment, assist driller in inspecting, maintenance, adjustments and minor repairs as required.

Assist the field geologist and driller by performing miscellaneous tasks. These may include loading and care of samples, assisting in brunton and tape surveying, providing scale for photographs, etc.

Assist driller in seeing that all equipment and tools are operated safely and that all persons in the vicinity of the equipment observe safety procedures and that all test holes and test pits are backfilled and that the drill site is left in a neat and orderly condition.

**Functional Area Title: MOBILIZATION AND DEMOBILIZATION**

E/M	% of Time	Duty Statement
E	30 %	<p>Assist driller in gathering and loading all proper tools, equipment, and supplies needed for the job; and load and transport them to the project site. If the equipment, etc. are to be transported by a commercial carrier (airplane, boat, etc) assist in the logistics, scheduling and procurement of the services needed. Deliver the tools to the carrier at the specific time and place and assist in loading of the commercial carrier.</p> <p>On arrival at the field location, assist driller in unloading the equipment from the hauling vehicle and check to make sure it has all arrived and is in good operating condition. If the drilling location is off the road system, the equipment, etc. has to be moved to the drill site. Assist in accomplishing the cross-country transportation efficiently with minimal damage to the equipment or the environment. This may require driving the drill rig (wheel or track-mounted) or constructing a road sufficient for it to travel (or be dragged) over. Constructing the road may require clearing trees and brush with hand tools, chain saws, etc. or operating a bulldozer to clear a trail.</p> <p>Upon completion of field work, assist the driller in insuring that all of the tools, equipment, etc. are loaded and transported back to the road, and back to the duty station (tasks similar to those listed above), and unloading it there.</p>

**Functional Area Title: DUTY STATION OPERATIONS**

E/M	% of Time	Duty Statement
E	25 %	<p>When not in the field duties include:</p> <ul style="list-style-type: none"> <li>· Maintaining stock levels of expendable supplies in the shop and on equipment.</li> <li>· Maintaining tools and equipment including straightening, repairing and welding hard surfacing on the augers and bits used in drilling.</li> <li>· Servicing small engines on auxiliary equipment (pumps, chain saws, electric generators, etc.)</li> <li>· Making modifications to equipment for increased efficiency and safety.</li> <li>· Perform inventories of tools and supplies and prepare lists of replacement tools and supplies.</li> <li>· Pick up replacement tools and supplies from the Supply Section or directly from local vendors.</li> </ul>

**Functional Area Title: OCCASIONAL DUTIES**

E/M	% of Time	Duty Statement
E	5 %	<p>Participate in periodic required training (first aid, CPR, etc.).</p> <p>Perform miscellaneous tasks, as required, (assist in reading water levels, assist in obtaining grab samples, etc.)</p> <p>Complete various, miscellaneous paperwork, as required, such as stock requests, time and attendance, etc.</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.).**

PC computer with printer, microsoft office, used 2-3 times per week.

**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.).**

CME 850, CME 45, Mobile B-38, Mobile B-24 drill rigs; Nodwell, Bombardier, Raid-trac tracked carriers; Case 1150 dozer w/backhoe; flatbed, tilt trailer, pickup truck, suburban; 3 & 4 wheelers; snowmachine; welder, compressor; chainsaw; mechanic's tools; shovel, pick, machete, etc.

**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.).**

Alaska Personnel Rules, Bargaining Agreement Between Public Employees Local 71 (LTC) & State of Alaska, Local 71 Union Handbook, Alaska Ethics Handbook for Public Employees, Alaska OSHA requirements, Alaska DOT&PF Safety Manual, FHWA Manual on Traffic Controls in Construction & Maintenance Work Zones, AASHTO Manual on Subsurface Investigations, Alaska DOT&PF Geotechnical Exploration Manuals, Alaska State Motor Vehicle Laws & Local Ordinances.

**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.**

Servicing & maintenance of tools & equipment, minor modifications to tools & equipment, make needed repairs to tools & equipment.

**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.**

Contact with drill crew members (Journey driller, Engineering Geologist). During field work, such contact is continuous all workday long.

Contacts with DOT supply section to get supplies, contact with vendors for non-stocked items.

Contacts with shippers to transport equipment during mob/demob.

**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 error are loss of time during drilling, affecting schedule. During mob/demob functions, consequences of error are incomplete equipment being shipped to jobsite, affecting schedule.

During duty station, consequences of error are ill maintained equipment impacting field operations, affecting schedule.

All such error increase costs.

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

High school diploma desirable. Prefer experience as small equipment operator. Prefer experience operating CME 45, CME 850 and Mobile B24 drills (or similar); dozer & backhoe, trucks & trailers. Able to weld gas & electric arc, able to use high-speed grinder, hand drills, typical handtools, etc.

**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).**

Valid Alaska Drivers License, \*Valid Commercial Drivers License (Class A),\*Current First Aid+CPR Card

Drivers License as required by State Statute & Regulation to operate state vehicles; First Aid/CPR required by Union Contract.

\*Acceptable to obtain within 6 months of hire.

## 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			O	
Walking			O	
Standing				F
Running		P		
Jumping		P		
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		P		
Climbing stairs			O	
Driving cars, light duty trucks				F
Driving heavy duty vehicles		P		
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			O	
Pinching with fingers		P		
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces	N			
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces				F
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)		P		
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone			O	
Communicating through speech				F
Communicating by writing/reading		P		
Distinguishing odors by smell		P		
Distinguishing tastes	N			

#### 4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work in/exposure to cold water			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)	N			
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)	N			
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				F
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters			O	



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>O</b>	
Exposure to insect bites or stings			<b>O</b>	
Exposure to aggressive/angry people in a public protection environment	<b>N</b>			

#### 4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

#### 4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Remote work requires absences from home for extended periods of 2-6 weeks with home visits of only a few days duration, at intermittent periods. Ability to work with others on drill crew for extended periods in remote, sometime primitive living conditions. Cooking with camp stoves, using honey bucket toilet facilities, live in tents, cabins, travel trailers.