

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

DIVISION: Central Region/Southwest District		PCN: 25-3811 (Position Description Attached)	
JOB CLASS/TITLE: Journey Operator I/II/III Lead (Flex)		WHEN POSITION IS NEEDED: ASAP	
WAGE (\$25.94-30.51 +steps)		DUTY STATION: Bethel	
<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 type="checkbox"/> At time of hire / <input checked="" type="checkbox"/> Within 90-days of hire TYPE OF CDL: A ENDORSEMENTS: N - Tanker FIREARMS REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO		WORK SCHEDULE: TBD 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: CDL history check DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO		COMMENTS/SPECIAL REQUIREMENTS: Mission Critical LOA Flex LOA	
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>			
CONTACT: Tracy Smith		PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com	

LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
PUBLIC EMPLOYEES LOCAL 71
representing the
LABOR, TRADES and CRAFTS UNIT

Flexibly Staffed Equipment Operator, Journey II/III Positions

19-LL-007


It is mutually agreed between the parties that the following terms and conditions of employment shall be applied toward Department of Transportation & Public Facilities Equipment Operator, Journey II/III positions designated by the Department as flexibly staffed positions. No provisions of the July 1, 2018 through June 30, 2021 master agreement not specifically referenced herein are modified by this agreement.

1. Recognizing the difficulty to fill certain Equipment Operator, Journey II/III positions, the Department shall be allowed to select and designate certain permanent Equipment Operator, Journey II positions and permanent Equipment Operator, Journey III positions as flexibly staffed positions. These flexibly staffed positions may be filled at the Equipment Operator, Journey I (WG54), Equipment Operator, Journey II (WG53), or Equipment Operator, Journey III (WG52) level, depending first on the position classification allocation and then on the qualifications of the selected applicant. This LOA does not apply to duty stations that have permanent Equipment Operator, Journey I (WG54) positions.
2. If the position is initially filled at the WG54 level for flex promotion the following applies:
 - a. If the incumbent is hired without a Class 'A' Commercial Driver License (CDL), the incumbent must obtain one within six months of hire date or the incumbent's employment will be immediately terminated. The expense of obtaining the CDL will be borne by the trainee and State vehicles will not be used on public roadways for this purpose. The State will provide up to 37.5 hours of paid time for outside training and testing (on October 1, 2018, this will increase to 40-hours of paid time). In addition to successful obtainment of a Class 'A' CDL, all other conditions below apply.
 - b. The incumbent will be scheduled to work as a probationary employee at the WG54 level for up to one (1) year. In order to continue employment and advance to the next level the incumbent must successfully pass the WG53 test, meet the competencies of the position, and receive an acceptable or higher performance rating.
 - c. The incumbent will not be considered for promotion to vacant positions in the duty station or "daily upgrades" for pay purposes.
 - d. Within thirty (30) days of successfully passing the WG53 test and demonstration of competencies, a performance evaluation report will be prepared by the Foreman, approved by the Manager, and submitted to the Department Human Resource office, with a courtesy copy to Local 71. The report will recommend either advancement to the next level, continued employment at the current level, or termination of the employee. If the recommendation is for continued employment at the current level, the incumbent's probationary period will be extended an additional two (2) months.
 - e. Upon receipt of the performance evaluation report recommending advancement to the next level (and accompanying test results and qualification certification), the Department Human Resource office will advance the incumbent to Equipment Operator Journey II (WG53) effective the first day of the pay period following receipt of the documents. Department Human Resource staff will notify the Foreman when the reclassification of the position has been approved. The full duties of the higher wage grade will not be assigned to the incumbent until approval has been received.
 - f. If the incumbent is unable to successfully complete the WG53 test and/or does not have a performance evaluation report showing acceptable or better performance in each rating area by the completion of one (1) year of work in the position, unless extended as above, the incumbent's employment will be immediately terminated.
 - g. The incumbent must agree to these terms by signing a copy of this agreement upon hire.
3. If the position is located at a rural airport and is filled at the WG53 level for advancement to WG52, either through hire/transfer or according to paragraph 2 above, the following applies:
 - a. The incumbent will be scheduled to work at the WG53 level for up to one (1) year, unless extended. In order to continue employment and advance to the next level the incumbent must successfully complete

- employer provided aircraft rescue firefighting (ARFF) training, demonstrate ARFF competencies, and receive an acceptable or higher performance rating.
- b. The incumbent will not be considered for promotion to vacant positions in the duty station or "daily upgrades" for pay purposes.
 - c. Within thirty (30) days of successful completion of required training and demonstration of competencies, a performance evaluation report will be prepared by the Rural Airport Foreman, approved by the Airport Manager, and submitted to the Department Human Resource office, with a courtesy copy to Local 71. The report will recommend either advancement to the next level, continued employment at the current level, or termination of the employee. If the recommendation is for continued employment at the current level, the incumbent's probationary period will be extended an additional two (2) months.
 - d. Upon receipt of the performance evaluation report recommending advancement to the next level (and accompanying training and competency certification), the Department Human Resource office will advance the incumbent to Equipment Operator, Journey III (WG52) effective the first day of the pay period following receipt of the documents. Department Human Resource staff will notify the Rural Airport Foreman when the reclassification of the position has been approved. The full duties of the higher wage grade will not be assigned to the incumbent until approval has been received.
 - e. If the incumbent is unable to successfully complete the ARFF training, demonstrate ARFF competencies, and/or does not have a performance evaluation report showing acceptable or better performance in each rating area by the completion of one (1) year of work in the position, unless extended as above, the incumbent's employment will be immediately terminated.
 - f. The incumbent must agree to these terms by signing a copy of this agreement upon hire.
4. In the event the incumbent is unable to satisfactorily complete probation at any level, the incumbent shall have rights under Article 13.07.D of the agreement, if applicable, with duty station seniority accruing from the first day of employment.

This agreement supersedes LOA 17-LL-047A2. This agreement is effective July 1, 2018, and remains in effect until December 31, 2018, except that it may be cancelled by either party with fifteen (15) days written notice. This agreement is entered into solely to address the specific circumstances of this particular matter and does not establish any practice or precedent between the parties. This agreement shall not be referred to in any dispute, grievance, arbitration, hearing, or any other forum except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA

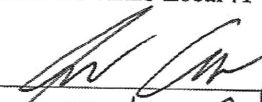


Kate Sheehan, Director
Division of Personnel & Labor Relations
Department of Administration

7/23/18

Date

FOR PUBLIC EMPLOYEES Local 71



Dennis Moen
Business Manager

7-20-18

Date

Employee's Signature

Date

LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
PUBLIC EMPLOYEES LOCAL 71
representing the
LABOR, TRADES and CRAFTS UNIT

Mission Critical Incentive Pay; Bethel Airport

19-LL-042A1 (Amended)

It is mutually agreed between the parties that the following terms and conditions of employment apply to employees in the Department of Transportation and Public Facilities located in Bethel, Alaska. No provision of the July 1, 2018 through June 30, 2021 master agreement not specifically referenced is modified by this agreement.

Staffing at the Bethel Airport has been a significant issue for an extended period of time. The lack of a seasoned and stable workforce in combination with the requirement for manning a 24-hour facility puts at risk the department's ability to maintain the basic operations of the facility. The Commissioner has considered the lack of staffing in Bethel and deems the situation Mission Critical.

As a result, the following will occur to meet the mission critical measures for the department:

1. A Mission Critical Incentive Pay (MCIP) in the amount of ~~\$568.75~~ **\$262.50**, less deductions, will be paid to each eligible employee on a ~~monthly~~ **biweekly** basis. This MCIP is considered an incentive in order to boost and maintain the recruitment and retention of a qualified and stable workforce for the Bethel Airport. Eligible employees will be entitled to the MCIP on ~~the last calendar day of a month, paid with the first warrant issued the following month~~ **a biweekly basis.**
2. The following positions are approved for MCIP when the incumbents of the positions meet eligibility requirements:

25-1004, Rural Airport Foreman

25-1022, Equipment Operator, Journey III/Lead

25-1085, Equipment Operator, Journey III/Lead

25-3639, Equipment Operator, Journey III/Lead

25-3811, Equipment Operator, Journey III/Lead

25-3812, Equipment Operator, Journey III/Lead

25-3813, Equipment Operator, Journey III/Lead

25-3814, Equipment Operator, Journey III/Lead

25-1005, Equipment Operator, Journey III/Lead

25-1006, Equipment Operator, Journey III/Lead

~~25-1015, Equipment Operator, Journey III/Lead~~

~~25-1035, Equipment Operator, Journey III/Lead~~

~~25-1183, Equipment Operator, Foreman I~~

~~25-3640, Equipment Operator, Journey III/Lead~~

25-0343, Mechanic, Automotive, Foreman II

25-0866, Mechanic, Automotive, **Rural Aircraft Rescue & Firefighting**, Advanced Journey

25-1884, Mechanic, Automotive, ~~Sub Journey~~ **Rural Aircraft Rescue & Firefighting**,
Advanced Journey

25-3816, Mechanic, Automotive, Rural Aircraft Rescue & Firefighting, Advanced Journey
25-0764, Maintenance Specialist, BFC, Journey II/Lead

3. To be considered eligible for MCIP, employees in the above listed PCNs must be actively employed and in pay status for all workdays in a ~~calendar month~~ pay period. A full day of leave-without-pay, whether disciplinary, authorized or unauthorized, and periods of Seasonal Layoff are not active employment and therefore would make the employee ineligible for MCIP for that ~~month~~ pay period.
4. Dues contributions will be withheld from MCIP.

This agreement supersedes LOA 17-LL-040. This agreement, as amended, is effective July 1, 2020, and remains in effect through June 30, 2021, except that it may be cancelled by either party with fifteen (15) calendar days written notice. This agreement is entered into solely to address the specific circumstances of this particular matter and does not establish any practice or precedent between the parties. This agreement shall not be referred to in any dispute, grievance, arbitration, hearing, or any other forum except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA



for Kate Sheehan, Director
Division of Personnel & Labor Relations
Department of Administration

7/21/2020

Date

FOR PUBLIC EMPLOYEES Local 71


Jordan Adams
Business Manager

7-21-20

Date



STATE OF ALASKA

Position Description

Class Title:
Equipment Operator -
Lead/Journey III

Position Control

Number (PCN): Multiple

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Equipment Operator - Lead/Journey III	Title Code: PL0305	Grade: 52
	Salary Schedule: 2II	
Bargaining Unit: Labor, Trade, and Crafts Unit	Bargaining Unit Code: LL	
Department: Transportation & Public Facilities	Department Number: 25	
Division: Central Region Highways and Aviation		
Region/Section/Unit: Central/M&O/Bethel Airport		
Location: Bethel	Location Code: DKA	
Time Class: Full Time/OMB Authorized	Seasonal Code: FR - Full time regular	Time Class Code: FACL
FLSA Exempt: No	Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):		Yes
Position requires possession of, or access to, firearms or ammunition:		Yes

2. Duties

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

Performs airport and highway maintenance at a State maintenance station that includes a rural Part 139certificated airport. Responsible for maintaining State highways, airports, seaplane floats, bridges, and docks in a safe and fully operable condition for use by the traveling public. Complies with all applicable Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and State of Alaska rules and regulations concerning maintenance and operation of highways and airports.

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: Airport, Highway and Bridge Maintenance		
E/M	% of Time	Duty Statement
E	40 %	Performs highway maintenance, including: snow and ice control, blading, pavement repair, pavement painting and striping, traffic control, sweeping, lighting repair, sign installation and repair, brushing and mowing, ditching, sloping, and drainage installation and repair, guard rail and fence installation and repair, equipment maintenance and repair, and other maintenance duties as assigned. Operate heavy equipment associated with these tasks, including light duty trucks, dump trucks, plow trucks with sanders or distributors, loaders, graders and sweepers.
E	30 %	Performs airport maintenance, including: snow and ice control, blading, pavement repair, pavement marking, sweeping, lighting repair, sign installation and repair, brushing and mowing, ditching, sloping, and drainage installation and repair, fence installation and repair, equipment maintenance and repair, and other maintenance duties as assigned. Operate heavy equipment associated with these tasks, including light duty vehicles, Aircraft Rescue and Fire Fighting (ARFF) trucks, dump/plow trucks, sweepers, blowers, distributor trucks, graders and loaders.
E	15 %	Performs ARFF duties in support of Part 139 operations. Perform ARFF stand-by duties, complete annual ARFF certification and medical evaluation/fit test requirements, and participate in ARFF training at station level. Maintain ARFF personal and crew equipment.
E	10 %	Performs runway inspections; note and correct deficiencies. Ensure runways meet FAA certification standards in advance of Part 139 operations. Communicate with Flight Service Station by radio, issues Notice to Airmen (NOTAM) when required. Conduct and report friction measurements on airport. Perform wildlife management duties, including proper identification of common species of wildlife and implementation of approved hazing methods. Report wildlife activity and hazing actions as required.
E	5 %	Performs airport security duties as required by Airport Security Program (ASP). Conduct security inspections of airport, including movement areas, Security Information Display Area (SIDA), fences and gates.

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.).

General PC software packages (Excel, Word, Internet, E-mail, etc.). Daily.

Internal software packages (Maintenance Management System, etc.) Daily.

PC, fax, copier, telephone, cellular phone, printer. Daily.

Electronic Tapley software – daily during winter months.

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.).

- Light duty vehicles, heavy equipment, including trucks, plows, sanders, loaders, graders, dozers, backhoes, snow blowers, sweepers, distributor trucks, forklifts, ARFF vehicles, tar pots, and associated equipment. Heavy equipment and light duty vehicles are used daily.

-Self-contained breathing apparatus. This equipment is used monthly for training and during emergencies.

- Friction testers and grip testers, including associated software. Friction testers are used daily during winter operations.

-Radios, daily.

-Firearms, 3-5 times per week; daily during heavy wildlife activity in spring and summer.

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.).

-FAA Part 139; FAA Advisory Circulars

-TSA Part 1542

-Airport Certification Manual

-Airport Security Program, Airport Emergency Control Plan

-National Fire Code, NFPA, and International Fire Service Training Manual

-Alaska Traffic Manual, ADOT&PF Safety Manual, and Material Safety Data Sheets

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.

-Identify deficiencies on airport or highway and determine corrective action, including methods, materials,

and equipment.

- Issue NOTAMs identifying hazards or unusual conditions.

- Identify wildlife on airport and determine appropriate hazing actions, in accordance with wildlife permits and wildlife hazard management plan.

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.

- Daily contact with FAA to report runway conditions.
- Contact with the public on a daily basis to assist with their needs.

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?

An error may result in an unsafe highway or airport. This would require immediate action to correct the error, often requiring additional expenditure of funds and commitment of additional personal services.

Errors could also result in damage to equipment or highway or airport infrastructure.

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.

Reading, studying, and understanding regulations and procedures

Successful completion of fingerprint based Criminal History Records Check (CHRC)

Successful completion of medical evaluation and fit test for ARFF duties

Ability to possess and handle firearms

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 Class A CDL with N-Tanker required per 49 CFR Part 383.23

Possession of Firearms

If incumbent is being flexed from an Equipment Operator Journey II to and Equipment Operator Journey III, incumbent must have completed all requirements outlined in LOA 17-LL-047 (Amended), including successfully complete employer provided aircraft rescue firefighting (ARFF) training, demonstrate ARFF competencies.

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				F

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

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.

5. Supervisory Authority

This page must be completed if PCN **253814** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **253814** supervises or leads. Record **253814**'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 **253814** 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 253814's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 253814	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

Class Title:

Equipment Operator - Journey II

Position Control

Number (PCN): Multiple

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Equipment Operator - Journey II		Title Code: PL0304	Grade: 53
		Salary Schedule:	2II
Bargaining Unit: Labor, Trade, and Crafts Unit		Bargaining Unit Code:	LL
Department: Transportation & Public Facilities		Department Number: 25	
Division: Central Region Highways and Aviation			
Region/Section/Unit: Central/M&O/Bethel Airport			
Location: Bethel		Location Code: DKA	
Time Class: Full Time/OMB Authorized	Seasonal Code:	FR - Full time regular	Time Class Code: FACL
FLSA Exempt: No		Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):			Yes
Position requires possession of, or access to, firearms or ammunition:			Yes

2. Duties

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

Performs airport and highway maintenance at the State maintenance station that includes a rural Part 139 certificated airport. Responsible for maintaining State highways, airports, seaplane floats, bridges, and docks in a safe and fully operable condition for use by the traveling public. Complies with all applicable Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and State of Alaska rules and regulations concerning maintenance and operation of highways and airports.

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: Airport & Highway Maintenance		
E/M	% of Time	Duty Statement
E	80 %	Perform airport and highway maintenance, including: snow and ice control, blading, pavement repair, pavement marking, sweeping, lighting repair, sign installation and repair, brushing and mowing, ditching, sloping, drainage installation and repair, fence installation and repair, equipment maintenance and repair and other maintenance duties as assigned. Operate heavy equipment associated with these tasks; including light duty vehicles, dump/plow trucks, sweepers, blowers, distributor trucks, graders and loaders.

Functional Area Title: Airport Inspection & Wildlife Management		
E/M	% of Time	Duty Statement
E	20 %	Perform runway inspections; note and correct deficiencies. Ensure runways meet FAA standards in advance of aircraft Operations. Communicate with Flight Service Station by radio, issue NOTAMS when required. Conduct and report friction measurements on airport. Perform wildlife management duties, including proper identification of common species of wildlife and implementation of approved hazing methods. Report wildlife activity and hazing actions as required.

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.).

General PC software packages (Excel, Word, Internet, E-mail, etc.). Daily.

Internal software packages (Maintenance Management System, etc.) Daily.

PC, fax, copier, telephone, cellular phone, printer. Daily.

Electronic Tapley software – daily during winter months.

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.).

Light duty vehicles, heavy equipment, including trucks, plows, sanders, loaders, graders, dozers, backhoes, snow blowers, sweepers, distributor trucks, forklifts, ARFF vehicles, tar pots, and associated equipment. Heavy equipment and light duty vehicles are used daily.

Self-contained breathing apparatus. This equipment is used monthly for training and during emergencies.

Friction testers and grip testers, including associated software. Friction testers are used daily during winter operations.

Radios, daily.

Firearms, 3-5 times per week; daily during heavy wildlife activity in spring and summer.

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.).

FAA Part 139; FAA Advisory Circulars

TSA Part 1542

Airport Certification Manual

Airport Security Program, Airport Emergency Control Plan

National Fire Code, NFPA, and International Fire Service Training Manual

Alaska Traffic Manual, ADOT&PF Safety Manual, and Material Safety Data Sheets

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.

Daily contact with FAA to report runway conditions.

Contact with the public on a daily basis to assist with their needs.

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?

An error may result in an unsafe highway or airport. This would require immediate action to correct the error, often requiring additional expenditure of funds and commitment of additional personal services. Errors could also result in damage to equipment or highway or airport infrastructure.

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.

Reading, studying, and understanding regulations and procedures

Successful completion of fingerprint based Criminal History Records Check (CHRC)

Successful completion of medical evaluation and fit test for ARFF duties

Ability to possess and handle firearms

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.

If incumbent is being flexed from an Equipment Operator Journey II to and Equipment Operator Journey III,

incumbent must have completed all requirements outlined in LOA 17-LL-047 (Amended), including successfully complete employer provided aircraft rescue firefighting (ARFF) training, demonstrate ARFF competencies.

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.



STATE OF ALASKA

Position Description

Class Title:

Equipment Operator - Journey I

Position Control

Number (PCN): Multiple

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Equipment Operator - Journey I		Title Code: PL0303	Grade: 54
		Salary Schedule:	2II
Bargaining Unit: Labor, Trade, and Crafts Unit		Bargaining Unit Code:	LL
Department: Transportation & Public Facilities		Department Number: 25	
Division: Central Region Highways and Aviation			
Region/Section/Unit: Central/M&O/Bethel Airport			
Location: Bethel		Location Code: DKA	
Time Class:	Full Time/OMB Authorized	Seasonal Code:	FR - Full time regular
		Time Class Code:	FACL
FLSA Exempt: No		Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):			Yes
Position requires possession of, or access to, firearms or ammunition:			Yes

2. Duties

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

Performs airport and highway maintenance at a State maintenance station that includes a rural Part 139 certificated airport. Responsible for maintaining State highways, airports, seaplane floats, bridges, and docks in a safe and fully operable condition for use by the traveling public. Complies with all applicable Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and State of Alaska rules and regulations concerning maintenance and operation of Highways and airports.

This position will 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 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>

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.

Perform maintenance activities that promote a safe winter working environment such as 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 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.</p>

Functional Area Title: Other duties		
E/M	% of Time	Duty Statement
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.).

General PC software packages (Excel, Word, Internet, E-mail, etc.). Daily.

Internal software packages (Maintenance Management System, etc.) Daily.

PC, fax, copier, telephone, cellular phone, printer. Daily.

Electronic Tapley software – daily during winter months.

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.).

Light duty vehicles, heavy equipment, including trucks, plows, sanders, loaders, graders, dozers, backhoes, snow blowers, sweepers, distributor trucks, forklifts, ARFF vehicles, tar pots, and associated equipment. Heavy equipment and light duty vehicles are used daily.

Self-contained breathing apparatus. This equipment is used monthly for training and during emergencies.

Friction testers and grip testers, including associated software. Friction testers are used daily during winter operations.

Radios, daily.

Firearms, 3-5 times per week; daily during heavy wildlife activity in spring and summer.

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.).

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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.

Daily contact with FAA to report runway conditions.

Contact with the public on a daily basis to assist with their needs.

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?

An error may result in an unsafe highway or airport. This would require immediate action to correct the error, often requiring additional expenditure of funds and commitment of additional personal services. Errors could also result in damage to equipment or highway or airport infrastructure.

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.

Reading, studying, and understanding regulations and procedures

Successful completion of fingerprint based Criminal History Records Check (CHRC)

Successful completion of medical evaluation and fit test for ARFF duties

Ability to possess and handle firearms

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 Valid Class A CDL within six (6) months of hire, and all other terms as outlined in LOA 17-LL-047 (Amended).

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.