

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

DIVISION: <b>Anchorage International Airport</b>		PCN: Multiple (Position Description Attached)	
JOB CLASS/TITLE: <b>Equipment Operator, Sub-Journey I</b>		WHEN POSITION IS NEEDED: <b>ASAP</b>	
WAGE GRADE: <b>58 (see comments)</b>		DUTY STATION: <b>Airfield Maintenance</b>	
<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 type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: 24/7 facility Swing Shift Differential 3.75% Grave Shift Differential 7.5%
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PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: <b>\$17.74 +DOE (steps)</b> <b>Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>
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<p>CANDIDATE MUST BRING TO INTERVIEW:</p> <p><input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71)</p> <p><input type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form</p> <p><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.</p> <p><input checked="" type="checkbox"/> Copy of certifications and licenses</p> <p><input type="checkbox"/> Other:</p> <p><i>Note: Candidates who do not bring the required information to the interview may be rejected.</i></p>	
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## 2. Duties

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

Complies with verbal/written instructions for conducting maintenance and repair on runways and taxiways made of pavement and dirt to provide safe operating conditions. Additionally, this position performs maintenance on drainage systems, vegetation, and repair and installation of fencing with specific instructions from supervision or compliance with established procedures. Providing the above service is crucial in providing a safe operational environment for commercial passengers, cargo and commuter airlines as well as the general aviation community.

The incumbent of this position works at the Anchorage International Airport that 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	25 %	Vegetation control in public areas and secured areas regarding security (perimeter clearing), and safety (obstacle clearing) using chainsaws, weed eaters, mowers and branch clippers.
E	10 %	Snow removal from sidewalks, streets, and ramp areas using a snow blower (hand-pushed or hand held snow shovel).
E	15 %	Pavement sweeping of streets, runways, taxiways, and sidewalks using an air compressor (trailer mounted), and push brooms.
E	10 %	Other duties as assigned.
E	15 %	Occasional ice control on streets, sidewalks, ramps, taxiways, and runways using hand pushed hopper or hand held shovel for sand and ice melting materials.
E	5 %	Pavement cutting and removal using jackhammer (air compressor powered), shovels and picks. Pickups and flatbeds are used in debris removal.
E	10 %	Trash and litter control (general cleanup) using light pickups, hand held brooms and shovels.
E	5 %	Emergency response to aircraft incidents; provide transportation for crew and passengers during evacuation maneuvers when required.
M	5 %	Foreign object debris control in public, secured and lake areas using 8-16 foot outboard boats.

### 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 program used most would be clock in and clock out, used daily.

**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.).**

List of equipment used by Operators class 58: Forklift: up to 1000 lb. capacity (small), Light-duty track without snow, sander or asphalt attachments, Pick-up 1/2 ton, 4 x 2 (5000 lb > GVW max.), Pick-up 3/4 ton 4 x 4 (7,500 lb. GVW), Pick-up truck 1 ton 4 x 4 (10,000 lb. GVW), and Truck 4 x 4 jeep, and miscellaneous equipment used at any level.

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
- FAA Advisory Circulars
- ANC Airport Certification Manual
- ANC Airfield Maintenance Safety Manual
- ANC Airport Emergency Plan
- State of Alaska, DOT & PF Safety Manual
- Alaska State Statutes
- Alaska Administrative Policy & Procedures
- OSHA Regulations
- Valid Alaska Drivers License
- DEC Requirements
- EPA Requirements
- In-House Policy & Procedures
- Uniform Traffic Control Manual

**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.**

Incumbents 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 prevents the need for two employees are doing the same duty when only one is needed. This also 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?**

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 ways, etc. Safety First. The need to be able to operate all assigned equipment in a safe and productive manner to prevent injury to themselves and the traveling public.

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

Must effectively communicate in person and over two-way radios. Set up and operate equipment proficiently and safely. Maintain and communicate situation awareness. Take appropriate action to prevent damage. Perform equipment safety checks 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).**

Must have a current Alaska Drivers License, employee must notify their supervisor and their main office in the event of a traffic citation or any other offense against their drivers license. Loss of license is grounds for immediate dismissal.

## 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			O	
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			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		P		
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		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	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)			O	
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)		P		
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts			O	
Work on and off moving equipment			O	
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters		P		

Exposure to high noise levels				<b>F</b>
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)		<b>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>O</b>	
Exposure to wild/dangerous animals		<b>P</b>		
Exposure to insect bites or stings		<b>P</b>		
Exposure to aggressive/angry people in a public protection environment	<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.

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

## 5. Supervisory Authority

This page must be completed if PCN **252613** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252613** supervises or leads. Record **252613**'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 **252613** 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 252613 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN <b>252613</b>	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
None									