

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

DIVISION: 25-DOT/M&O/Nome Airport		PCN: 25-2153 (Position Description Attached)	
JOB CLASS/TITLE: Equip Operator Jrny I, II		WHEN POSITION IS NEEDED: ASAP	
FLEXIBLY STAFFED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO			
WAGE GRADE: 25.94-27.38+DOE (steps)		DUTY STATION: Nome Highways	
<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: A ENDORSEMENTS: Airbrakes & N-Tankers	WORK SCHEDULE: Varies 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: Must Possess a valid Class A CDL with endorsements Airbrakes & N-Tankers
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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JOB DESCRIPTION:

At the **Equipment Operator, Journey I level, PCN 252153** performs pre-trip and post-trip inspections on all equipment/vehicles before and after operation utilizing the equipment checklist provided by the work center. The position receives training in the use of the more specialized equipment, and demonstrates competency through the on-going performance of related duties. The incumbent becomes familiar with the techniques of pulling snow, recognizing obstructions, and loading trucks. The position learns to be responsible for contractor trucks and snow dump maintenance to ensure the success of the operation. The position trains in the operation of steam generators with associated attachments to facilitate drainage. The incumbent becomes familiar with techniques, and establishes an understanding of the many types of drainage systems, problematic drainage areas, and most notably the safe operation of the boiler. The position becomes familiar with and learns to apply practical applications of traffic control commensurate with maintenance activities. The position attends 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. The incumbent will be expected to train on above-range core equipment. 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. These duties meet the definition and competency specifications of the Equipment Operator, Journey I job class, in a training capacity.

At the **Equipment Operator, Journey II level, PCN 252153** performs 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. The position operates light- and heavy-duty equipment associated with these tasks including dump/plow trucks, sweepers, blowers, distributor trucks, graders, and loaders. These duties meet the definition and competency specifications of the Equipment Operator, Journey II job class.

SPECIAL REQUIREMENTS:

Class "A" CDL with endorsements in air brakes and tankers. Current First Aid and CPR card preferred. Flagger/traffic control certificate. Successfully complete a background and employment check prior to an offer of employment. Participation in a pre-employment drug test and participation in a random drug and alcohol testing program for the term of employment.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Grader over 30,000lbs, dozers D4 to D7 type, loaders 4 yard, semi-tractor 20 yard belly dump, semi-tractor 10 wide lowboy trailer, semi-tractor 5,000 gallon water tanker, backhoe crawler mounted, AWP, snow blower 2,100 T.P.H., forklifts, 8 yard dump trucks with front plow, belly blades, sanders, and other heavy equipment assigned.

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