

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

DIVISION: <b>Maintenance and Operations</b>		PCN: <b>25-1967</b> <b>(Position Description Attached)</b>	
JOB CLASS/TITLE: <b>Equipment Operator Sub Journey 1</b>		WHEN POSITION IS NEEDED: <b>May 3, 2021</b>	
WAGE GRADE: <b>58 (\$19.96)</b>		DUTY STATION: <b>Delta Jct</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 type="checkbox"/> YES / <input checked="" type="checkbox"/> NO <input type="checkbox"/> At time of hire / <input type="checkbox"/> Within 90-days of hire	WORK SCHEDULE: <b>M-TH 6-4:30</b> <b>Valid AK Driver's License</b>  TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO <b>Occasional travel within Tok District</b>
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PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: <b>References, Driving History</b>  DRUG/ALCOHOL TESTING: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: <b>Alaska State Driver License</b>  <b>Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>
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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 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: <b>Joleen Nash</b>	PHONE NUMBER: <b>452-5024</b> EMAIL: <b>JOLEEN@LOCAL71.COM</b>
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## 2. Duties

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

This is an entry level Equipment Operator position in which the incumbent operates light duty ground motorized equipment and State owned pickup trucks used for special and specific functions. The incumbent operates this equipment in a maintenance environment to repair, maintain, and provide for the safety of the public.

### 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).

<b>Functional Area Title:</b> Maintenance of wayside/rest stop facilities		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
E	80 %	This position is responsible for the maintenance of multiple wayside/rest stop facilities in Tok District. The duties of this position include, but are not limited to: routine maintenance of garbage removal; retrieval of loose garbage within the areas; restocking of all supplies for the portable toilets in addition to the cleaning and minor repairs to such.

<b>Functional Area Title:</b> Other labor duties		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
E	20 %	Other duties include but are not limited to manual labor such as cleaning culverts; cutting vegetation; picking up litter; patching potholes; loading and unloading trucks; assisting with the installation, repair and/or replacement of permanent traffic signs; traffic control and flagging.

**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.).**

Department of Transportation and Public Facilities` Maintenance Management System for entering hours on the timesheet, daily

Microsoft Outlook for emails, 1-3 times weekly

**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.).**

Standard pickup trucks, 4x4, 3/4ton pickup trucks, daily

Cleaning tools and agents, daily

Large hand tools typically used by laborers, such as shovels, asphalt rakes, pruning tools, chainsaws, and brush cutters, daily

Small power tools and hand tools used by laborers, such as drills, saws, hammers, and small hand tools, daily

**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.).**

State of Alaska Policies and Procedures, State of Alaska Driving Regulations, Public Employees Local 71 Union Contract, ADOT&PF Safety Manual, ADOT&PF M&O Maintenance Manual, OSHA and EPA Regulations

**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.**

This position works independently and with little day to day supervision. The incumbent will be required to travel over 100 miles from their duty station which makes it imperative they can work independently and resolve problems as they arise.

**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.**

The incumbent will be working in a public setting with both residents of the State and tourist visiting Alaska. Some knowledge of the road system, tourist attractions, emergency facilities, community locations and what is available in those communities will be expected of this incumbent. This knowledge will be requested on a

daily basis.

**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?**

This position will be responsible for the hygiene of public facilities at the waysides and rest areas in Tok District, Northern Region. Measures need to be taken which will contribute to the safety of both the public using these facilities and the incumbent maintaining them.

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

N/A

**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).**

Current and valid drivers license

The incumbent may need to obtain one or more of the following certifications based on assigned duties. If these certifications are required at the time of appointment, they will be listed on the job announcement and/or union referral.

Current first aid and CPR training, (provided by employer)

OSHA Bloodborne Pathogens training, (provided by employer)

## 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		P		
Walking			O	
Standing		P		
Running		P		
Jumping		P		
Bending or twisting			O	
Squatting or kneeling			O	
Crawling		P		
Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs		P		
Driving cars, light duty trucks				F
Driving heavy duty vehicles	N			
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)			O	
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			O	
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds				F
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			O	
Distinguishing odors by smell				F
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.)				F
Exposure to dust, chemicals, or fumes				F
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)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)				F
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	N			

Exposure to high noise levels			<b>O</b>	
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)			<b>O</b>	
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)				<b>F</b>
Exposure to needles or sharp implements (e.g., hospital, kitchens)		<b>P</b>		
Use of hot equipment (e.g., kitchen ovens, lab equipment)		<b>P</b>		
Exposure to wild/dangerous animals			<b>O</b>	
Exposure to insect bites or stings			<b>O</b>	
Exposure to aggressive/angry people in a public protection environment	<b>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.**

## 5. Supervisory Authority

This page must be completed if PCN **251967** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **251967** supervises or leads. Record **251967** '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 **251967** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

<b>PCN 251967 's Responsibilities and Assigned Level of Authority</b>									
Positions Directly Supervised or Led by PCN <b>251967</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									