

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

DIVISION: Northern Region Highways and Aviation		PCN: 25-2035	
JOB CLASS/TITLE: Equipment Operator - Journey II		WHEN POSITION IS NEEDED: ASAP	
FLEXIBLY STAFFED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO		DATE(S) / TIME FOR INTERVIEW/TESTING (IF KNOWN): N/A	
WAGE GRADE: 53		LTC Schedule Interview? : <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	
		DUTY STATION: Sag River	
<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: N	WORK SCHEDULE: See job description TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO
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PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: CDL history check DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS:
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CANDIDATE MUST BRING TO INTERVIEW: <input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) <input checked="" type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form <input checked="" type="checkbox"/> Criminal Convictions: Must provide a copy of the judgement from the Court for <u>any</u> Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN* clearance, must provide judgement for <u>all</u> convictions regardless of date. <input checked="" type="checkbox"/> Copy of certifications and licenses <input type="checkbox"/> Other:
<i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>

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JOB DESCRIPTION:

This position will assist with the summer and winter highway maintenance in the Sag River camp boundaries on the Dalton Highway. This work includes maintenance of all vegetation, signs, barricades, bridges, culverts, bike paths and road surfaces. Performing all duties and operating all equipment required by an Equipment Operator (J2) wage grade 53.

The schedule is 80 hours per week, working an alternate workweek. Schedule is Thur: 1100-1930 and Fri-Wed: 0600-1830. Thursday is travel day. Travel is provided by the State of Alaska, but due to an LOA, the employee will be on his/her own time.

Housing is provided, but the employee will be billed a fee of \$105.00 per month. This fee helps fund miscellaneous expenses of camp living.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

This incumbent could operate many pieces of equipment, including but not limited to, hand tools, chainsaws, snow plows, vehicles, sanders, graders, dozers, tractor and trailers, forklifts, etc.

2. Duties

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

This position will assist with the summer and winter highway maintenance in the Sag River camp boundaries on the Dalton Highway. This work includes maintenance of all vegetation, signs, barricades, bridges, culverts, bike paths and road surfaces. Performing all duties and operating all equipment required by an Equipment Operator (J2) wage grade 53.

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 Operator J2		
E/M	% of Time	Duty Statement
E	56 %	Operate 8-yard dump trucks with sander units, front-end plows, belly blade and / or wing in winter plowing and hauling aggregate materials in summer asphalt operations. Operate dozers from D4 to D7 for material removal and placement. Operate loaders in pit, material loading, snow removal and snow dump operations. Operate snow blowers in snow removal operations. Operate steam boiler`s in thawing, drainage structures
E	30 %	Operate grader in ditching and blading, repairing gravel and asphalt surfaces, snow plowing and winging operations.
E	10 %	Drive semi-tractor with 20- yard belly dump, heavy dozer`s, loaders, and graders on semi-low boy trailer and water tankers on gravel.
E	4 %	Welding and cutting materials in maintenance and repair of various equipment. Other duties as required that may include flagging, general vehicle maintenance, manual labor, shop cleanup, etc. This position may also be assigned lead duties which will require daily MMS entries into the State MMS computer system.

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.).

Daily: Microsoft Outlook Express, fax, multi phone line, Word, Excel and the State of Alaska MMS data base.

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.).

Daily: Grader over 30,000 lbs, dozer`s D4 to D8, loaders- all sizes, semi tractor 20 yard belly dump, semi tractor 10 wide lowboy trailer, semi tractor 8,500 gallon water tanker, backhoe crawler mounted, AWP, snow blower 2,100 TPH, forklifts, 8 yard dump trucks with front plow, belly blades, sanders, and other heavy equipment assigned.

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 Policy & Procedures, OSHA and EPA regulations, MSDS rules and guidelines, equipment operator manuals, Traffic control work zone manual, Alaska drivers and CDL regulations, Drug Free Work Place Policy, DOT & PF Maintenance and Operations Procedure 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.

Routine decisions/ actions, i.e. techniques for operating equipment or on the job safety requirements.

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.

This position will quite frequently come in contact with the traveling public. Occasionally assist travelers due to extreme weather conditions along the Dalton Highway.

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?

Due to the extreme weather conditions along the Dalton Highway, it is important the employee be tested for a WG53. or have been tested. Non knowledgeable employees could result in accidents or worst fatality.

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

Good verbal communications, some basic computer skills, writing and reading.

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).

Class "A" CDL with endorsements in tankers. Current industrial CPR and First Aid. Current Flagger/Traffic Control certificate. Basic computer skills are desirable

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		P		
Bending or twisting			O	
Squatting or kneeling			O	
Crawling		P		
Reaching above shoulder level				F
Reaching below shoulder level			O	
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		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			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces			O	
Balancing on narrow surfaces			O	
Balancing on slippery surfaces			O	
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			O	
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				F
Work in confined areas (under desks, in heating vents, etc.)		P		
Exposure to dust, chemicals, or fumes			O	
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)			O	
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment				F
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels			O	
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)		P		
Exposure to wild/dangerous animals			O	
Exposure to insect bites or stings				F
Exposure to aggressive/angry people in a public protection environment	N			

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Exposure to aggressive/angry people in the work environment		P		

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

Operating equipment in road repair operations exposes one to injury from equipment, traffic, dust and smoke inhalation, and cleaning fluids. Welding and cutting operations risk burns from heat, sparks, and flying debris from grinding. Smoke from welding and cutting is hazardous. Winter time operations require exposure to extreme cold and are a constant threat. Risk of injury or death while plowing close to shoulders and embankments in low visibility and at night and or collision with traffic is ever present. During ice control and thawing operations the risk of injury includes burns from high-pressure steam, slips and falls on ice, exposure to extreme cold. All above conditions can be encountered on any given day depending on work requirements, job assignments, and time of year. The time of exposure can be from one to ten hours depending on job specific conditions. This position is stationed at a remote duty station. Exposure to wild animals or insects can occur when performing duties that are outdoors. This person would have to have the ability to get along with different personalities in co-workers, because of the camp living situation.

5. Supervisory Authority

This page must be completed if PCN **252035** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252035** supervises or leads. Record **252035**'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 **252035** 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 252035 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 252035	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									