

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

DIVISION: DOT/M&O Western District M&O Aviation		PCN: 25-2130	
JOB CLASS/TITLE: Equipment Operator Lead/journey III		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 52		DUTY STATION: Kotzebue, Alaska	
<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-Tanker FIREARMS REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	WORK SCHEDULE: 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: 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 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 type="checkbox"/> Copy of certifications and licenses <input checked="" type="checkbox"/> Other: Flagger Certification <i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>
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CONTACT: Joleen Nash	PHONE NUMBER: 907-452-5024 FAX NUMBER: 907-456-1771 EMAIL ADDRESS: joleen@local71.com
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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 FHWA, FAA, TSA, and State rules and regulations concerning maintenance and operations of highways and airport. 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: Airport Maintenance		
E/M	% of Time	Duty Statement
E	50 %	Perform airport maintenance, including: snow and ice control, blading, pavement repair, pavement marking, sweeping, lighting repair, sign 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, ARFF trucks, dump/plow trucks, sweepers, blowers, distributor trucks, graders, and loaders.

Functional Area Title: ARFF Duties		
E/M	% of Time	Duty Statement
E	20 %	Performs Aircraft Rescue and Fire Fighting (ARFF) duties in support of Part 139 operations. Perform ARFF stand-by duties, complete ARFF certification and medical evaluation/fit test requirements, and participate in ARFF training at station level. Maintain ARFF personal and crew equipment.

Functional Area Title: Runway Inspections		
E/M	% of Time	Duty Statement
E	20 %	Perform 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, 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.

Functional Area Title: Airport Security Duties		
E/M	% of Time	Duty Statement

E	5 %	Perform airport security duties as required by Airport Security Program (ASP). Conduct security inspections of airport, including movement areas, SIDA, fences, and gates.
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Functional Area Title: Highway Maintenance		
E/M	% of Time	Duty Statement
E	5 %	Perform highway maintenance, including: snow and ice control, blading, pavement repair.

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.).

Word - Daily

Excel - Daily

Maintenance Management System - Daily

Grip Tester, laptop, program, and printer - Daily during winter

Desktop and Laptop Computers and Printers - Daily

Email - 1-2 times per month

Digital photo and video software

Web browser

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.

Self contained breathing apparatus.

Tapley meters and grip testers, including associated software.

Radios

Firearms (used for hazing wildlife)

Digital cameras

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 and 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

Responsible for initial ARFF decisions during an airport emergency

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 has frequent contact (almost daily) with FAA Flight Service Station personnel and air carrier and air taxi personnel. Daily reporting of airport conditions are made to FAA FSS personnel and daily contacts are made with air carrier personnel to stay abreast of aircraft arrival and departure schedules. Almost daily contacts are made with other airport users to provide current airport conditions and to ensure airport safety and security measures are being followed. Daily contacts with airport users and the general public are made to relay airport operational information. FAA and TSA regulations require regular contacts with tenants in order to ensure leasing requirements are being complied with regarding safety and security issues. Quarterly fueling inspections are conducted with each airport fueler.

Yearly airport inspections are conducted by both FAA and TSA inspectors that require close communications by all airport personnel. In addition to scheduled yearly inspections, FAA and TSA conduct spot inspections where they can contact the incumbent directly regarding airport operations.

Almost daily contacts are made with airport contractors during airport construction activities.

Yearly contacts with PRISM and USFWS training personnel.

Infrequent contact with other Department personnel such as Right of Way, Engineering, Planning, SEF, Supply, and Construction. Some contact with resource agency personnel regarding various maintenance and construction permits.

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?

The consequence of error can be significant to individuals, the airport, and the Department. The incumbent serves as a first responder during an airport emergency. Failure to perform the required duties in an acceptable manner can result in death and/or injury to dozens of people during the emergency. The incumbent provides ARFF coverage to aircraft carrying over 100 passengers and their survival during an accident can depend on the actions of the incumbent.

The incumbent operates heavy equipment in the vicinity of multi-million dollar aircraft. Failure to operate the heavy equipment in a safe and controlled manner can result in significant damage to aircraft resulting in a significant financial liability to the Department.

Certificated airports operate under strict FAA and TSA operating guidelines as outlined in the airport certification and safety manuals. Failure to abide by the guidelines can result in written violations, monetary fines, and loss of the airport operating permit.

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

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.

Must be proficient at operating heavy equipment.

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 possess a Valid Class A CDL with N-tankers endorsement. Basic computer skills are desirable.

ETT (Emergency Trauma Treatment) training 40 hour course, ARFF training, including 40 hour course and medical evaluation and fit test for self contained breathing apparatus. Training in Managing Wildlife Hazards at Airports (Training provided after hire).

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				F
Squatting or kneeling			O	
Crawling			O	
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			O	

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			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces				F
Balancing on narrow surfaces			O	
Balancing on slippery surfaces			O	
Balancing on uneven surfaces			O	
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			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)		P		
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)				F
Exposure to electrical current (not outlets)			O	
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)			O	
Work at heights over 25 feet (e.g., towers, poles)	N			
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				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)		P		
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)			O	
Exposure to wild/dangerous animals		P		
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.

Incumbent must pass the ARFF class and maintain currency in ARFF certification that requires mental and physical abilities to fight fires and perform incident commander responsibilities in the event of an aircraft accident. The potential to experience accidents with mass casualties (more than 100) is possible. Must maintain ETT Certification. Position must be able to read, understand, and apply complex federal and state regulations pertaining to airport and highway maintenance and operations. Position is subject to random drug and alcohol test. The incumbent may work/travel in boat/small aircraft/helicopters when attending a plane crash in the river, adjacent to the runway; or travel on the Yukon River while servicing a rural airport. Travel in small planes or helicopters is required to service rural airports.

5. Supervisory Authority

This page must be completed if PCN **252130** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252130** supervises or leads. Record **252130** '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 **252130** 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 252130 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 252130	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									

6. Department Request & Certification

Information at Time of Request

Class Title: Equipment Operator, Journey III/Lead	Code: P9511	Grade: 52
Bargaining Unit: Labor, Trade, and Crafts Unit	Bargaining Unit Code:	LL
Department: Transportation & Public Facilities	Department Number:	25
Division: Northern Region Highways and Aviation		
Region/Section/Unit:		
Location: Kotzebue	Location Code:	CAA
Time Class: Full Time/OMB Authorized	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
Home Unit: Z251		
AKPAY Organizational Routing Code: 25040301		
Physical Work Address: 3.5mb.Logettnometeller, Nome		
Work Phone: 904-442-3128		
Supervisor Information		
PCN: Title:		
Physical Work Address:		
Work Phone:		

Requested Changes

Class Title: Equipment Operator - Lead/Journey III	Code: P9511	Grade: 52
Region/Section/Unit: NR/Western District M&O Aviation		
Physical Work Address: 3.5m B.Blodgett Nome Teller Hwy, Nome		
Work Phone: 904-442-3128		
Supervisor Information		
PCN: 252162 Title: Maintenance and Operations Superintendent		
Physical Work Address: 3.5m Nome-Teller Hwy Nome		
Work Phone: 907-443-3411		

Requested Actions

Update

Reason for the Request

Update position description including cdl requirements.

Does this submission require OMB Approval?

No

If yes, has it been approved by the OMB?

If no, please select the criteria which approves this submission:

Position submitted for update or reclass of two or fewer ranges

American Recovery and Reinvestment Act

Is this permanent position established to work on ARRA (American Recovery and Reinvestment Act) related projects/assignments?

No

Certification

Supervisor Designee

I certify that the information provided in this submission is accurate and complete to the best of my knowledge.

William Booth, Maintenance and Operations Superintendent, on 10/22/2015

Division

I certify that the information provided in this submission is accurate and complete to the best of my knowledge.

Catherine Dallaire, Administrative Officer II, on 10/23/2015

Department

I certify that the information provided in this submission is accurate and complete to the best of my knowledge and the required budgetary authorization exists to implement the requested action.

Anne Zenger, Budget Manager, on 10/24/2015

8. Classification Analysis

The Department of Transportation and Public Facilities, Northern Region Highways and Aviation, submitted this Position Description (PD) for PCN 252130 and requested an update of an Equipment Operator, Lead/Journey III. The position is vacant, located in Kotzebue, and is supervised by PCN 252162 (Maintenance and Operations Superintendent). Supervisory or lead-level authority is not assigned to the position.

Contacts:

Initial contact was made with Evan Booth (Maintenance and Operations Superintendent).

Class Concepts:

Equipment Operator, Journey/Full Proficiency: Worker is fully proficient. Work is performed independently, using standard methods and techniques, and consists of assignments that are typical of the occupational field. Journey workers can use a variety of interrelated skills to independently complete work that conforms to industry standards. The work may require proof of competence, training or certification.

Journey I: Performs routine support functions where actions are self-evident and performs specific assignments on complex equipment as an assistant under direction; work requires familiarity with equipment and procedures. This level operates smaller or non-specialized motorized equipment such as dump truck with single or no attachment. May operate more complex equipment in a training capacity

Journey II: Performs with greater accountability for situation awareness of damage, risk and safety issues by nature of the equipment and environment. This level operates specialized *heavy duty* equipment such grader, loader, dump truck with minimum of two or more attachments (and typically used on a single assignment), and all core equipment of the duty station with demonstrated proficiency.

Journey III: Performs at rural airports as a regular assignment requiring training in and demonstration of aircraft rescue firefighting (ARFF) competencies or is in charge of a remote maintenance station and/or an airport not certificated or is partially certificated by the Federal Aviation Administration.

A Lead worker performs the work and leads a group of other workers as defined by the collective bargaining unit contract, by directing and reviewing tasks. Lead worker assigns work; sets schedules and priorities; determines methods; provides training and instruction; evaluates and approves completed tasks.

Analysis:

All duties, responsibilities and authorities listed within this position description were considered for analysis.

PCN 252130 performs highway, seaplane float, bridge, and airport maintenance at a state maintenance station that includes a rural Part 139 certificated airport. The incumbent uses heavy equipment and light duty trucks to perform duties that include, but are not limited to, snow and ice control; sign installation and repair; pavement marking and repair; and equipment maintenance and repair. PCN 252130 performs maintenance by operating Aircraft Rescue and Fire Fighting (ARFF) trucks, dump and plow trucks, sweepers, blowers, graders, loaders, and distributor trucks. The position performs runway inspections, notes and corrects deficiencies, and ensures runways meet Federal Aviation Administration standards. The incumbent conducts airport friction measurements and airport security inspections; implements approved wildlife hazing methods; and has the authority to communicate with the Flight Service Station by radio and to issue NOTAMs (Notice to Airmen), which alert aircraft pilots of potential hazards along a flight route or at a location.

Equipment Operators, Journey I performs routine support functions where actions are self-evident and require familiarity with equipment and procedures, and perform specific assignments on complex equipment under direction as assistants. Equipment Operators, Journey I operates smaller or non-specialized motorized equipment such as dump trucks with single or no attachments and may operate more complex equipment in a training capacity. PCN 252130 has the authority to independently identify highway or airport deficiencies and to determine corrective action including methods, materials, and equipment. The incumbent maintains highways and bridges by operating heavy equipment such as dump trucks, plow trucks with sanders or distributors, loaders, graders, and sweepers. PCN 252130's responsibilities and skills exceed those of the Equipment Operator, Journey I job class.

Equipment Operators, Journey II operate all core equipment of their duty stations with demonstrated proficiency, and specialized heavy duty equipment such graders, loaders, and dump trucks with minimum of two or more attachments. PCN 252130 operates heavy equipment, and is required to have a valid Alaska Class A Commercial Driver's License with N-Tanker endorsement, per 49 CFR Part 383.93. The position also performs airport maintenance for a rural Part 139 certificated airport. The incumbent is required to complete annual ARFF certification and fit test requirements, participate in ARFF training at the station level, and maintain ARFF personal and crew equipment in support of Part 139 operations. PCN 252130's duties and responsibilities exceed those of the Equipment Operator, Journey II job class.

Equipment Operators, Journey III are assigned to duty stations that include rural airports requiring training in, and demonstration of, aircraft rescue firefighting competencies, or are in charge of a remote maintenance station and/or an airport not certificated or partially certificated by the FAA. PCN 252130 meets the definition and distinguishing characteristics of an Equipment Operator, Journey III who is assigned to a duty station that includes maintenance of a rural certificated airport and is required to receive AARF training and demonstrate airport rescue firefighting competencies.

Conclusion:

PCN 252130 is allocated to Equipment Operator, Journey III. The position is appropriately placed in the Labor, Trade, and Crafts (LTC) bargaining unit. This position is eligible for overtime in accordance with the LTC bargaining unit agreement.

In accordance with Article 22.02 of the LTC Bargaining Unit, this position must be posted at the duty station for promotional recruitment.

Note: Shift work is required.