

STATE OF ALASKA

DEPARTMENT/DIVISION: Department of Transportation & Public Facilities/Southcoast Region, Highways and Aviation	PCN: 25-2502
JOB CLASS/TITLE: PL0305 Equipment Operator Journey III/Lead	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 52	PAY WAGE: \$ 25.27/hour
CITY LOCATION: Ketchikan	
CONTACT: Linda Murphy	PHONE NUMBER: 907-586-6993 FAX NUMBER: 907-586-5757 EMAIL ADDRESS: linda@local71.com
CDL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE OF CDL: Class A ENDORSEMENTS: Tanker	FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: DRUG TESTING CHECK REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS: Conditional to hire; applicant must have a current class A CDL. We can give a 90 day condition of employment only for the endorsement.

JOB DESCRIPTION:

Serves as Maintenance Station Foreman for Alaska Department of Transportation and Public Facilities. Oversees and performs highway maintenance at a State Maintenance Station. Responsible for maintaining State highways, seaplane floats, bridges, and docks in a safe and fully operable condition for use by the traveling public. Complies with all applicable Federal Highway Administration (FHWA), and State of Alaska rules and regulations concerning maintenance and operation of highways. Leads all assigned equipment operators.

SPECIAL REQUIREMENTS

Class A CDL with Tanker

Employee will be required to successfully complete aircraft rescue and firefighting training provided by employer.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Heavy equipment, including plow trucks, loaders, graders, and snow blowers

TYPE OF POSITION

<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

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STATE OF ALASKA

Position Description

Position Control Number (PCN): 252502

Class Title:

Equipment Operator - Lead/Journey III

Recruitment Type: Normal

1. Position Information

Class Title: Equipment Operator - Lead/Journey III		Title Code: PL0305	Grade: 52
		Salary Schedule:	N/A
Bargaining Unit: Labor, Trade, and Crafts Unit		Bargaining Unit Code:	LL
Department: Transportation & Public Facilities		Department Number: 25	
Division: Southcoast Region Highways and Aviation			
Region/Section/Unit: SR H&A, Maintenance and Operations, Southeast District			
Location: Ketchikan		Location Code: ACA	
Time Class: Full Time/OMB Authorized	Seasonal Code:	N/A	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:			No

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Position Control Information	Duties	Other Work Detail	Work Demands	Supervisory Authority	Department Request and Certification	Staffing Chart & Attachments	Analysis
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Class Title:

Equipment Operator - Lead/Journey III

Position Control**Number (PCN):****252502****2. Duties****2.1. In one or two sentences, state the main purpose of the position.**

Serves as Maintenance Station foreman for Alaska Department of Transportation and Public Facilities. Oversees and performs highway maintenance at a State maintenance station. Responsible for maintaining State highways, seaplane floats, bridges, and docks in a safe and fully operable condition for use by the traveling public. Complies with all applicable Federal Highway Administration (FHWA), and State of Alaska rules and regulations concerning maintenance and operation of highways. Leads all assigned equipment operators.

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	45 %	Serves as station foreman. Establishes work schedules and work priorities. Determines appropriate methods, materials, and equipment to perform complex maintenance of highway assets. Assigns and supervises the work of all assigned equipment operators. Serves as the station safety officer and ensures all operations are performed safely; conducts periodic safety training. Inspects all highway assets to determine maintenance needs. Recommends maintenance projects for capital funding and maintains current list of deferred maintenance needs for the station. Determines appropriate repair procedures for required work, to include labor, equipment, materials, and techniques. Maintains records of all maintenance work performed. Enters all maintenance work on highways in the Maintenance Management System (MMS). Orders and stocks materials for station. Serves as Department's representative and primary point of contact for travelers using State highway assets in the local area. Reviews all proposed design plans for construction on highways, docks and floats. Operates computer to enter and maintain records and reports; uses e-mail for communications.
E	45 %	Performs highway maintenance, including: snow and ice control, blading, pavement repair, pavement painting and striping, traffic control, sweeping, lighting repair, sign installation and repair, brushing and mowing, ditching, sloping, and drainage installation and repair, guard rail and fence installation and repair, equipment maintenance and repair, and other maintenance duties as required. Operates heavy equipment associated with these tasks, including light duty trucks, dump trucks, plow trucks with sanders or distributors, loaders, graders, brush cutters, and sweepers. Operates hand and power tools as required to complete maintenance

		work.
E	10 %	Ensures all required equipment maintenance and repair is completed. Coordinates all equipment repair and service with supporting State Equipment Fleet (SEF) maintenance personnel. Recommends equipment for replacement as needed.
Percentage Total: 100%		

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Class Title:

Equipment Operator - Lead/Journey III

**Position Control
Number (PCN):****252502****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.).

- General PC software packages (Excel, Word, Internet, E-mail, etc.) Daily.
- Internal Software packages (Maintenance Management System, etc.) Daily.
- PC, Fax, Copier, Telephone, Cellular Phone, Printer. 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.).

- Light duty vehicles, heavy equipment, including trucks, plows, sanders, loaders, graders, dozers, backhoes, snow blowers, sweepers, distributor trucks, forklifts, tar pots, and associated equipment. Heavy equipment and light duty vehicles are used daily.
- Radios, 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.).

- Alaska Traffic Manual, ADOT&PF Safety Manual, and Safety Data Sheets are consulted to ensure operations and traffic safety work is being performed according to standard - monthly
- ADOT&PF Policies and Procedures are consulted to ensure all policies are being followed - monthly

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.

-Full authority to identify deficiencies on highway and determine corrective action, including methods, materials, and equipment.

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.

- On a daily basis, the incumbent works with his/her crew, department personnel, and the public.

- On a weekly basis the incumbent coordinates with the local construction engineer on ongoing construction projects in the area.

Occasionally (5-6 times per year) the incumbent coordinates with design engineers on projects under design.

- Contact with the public on a daily basis to assist with their needs.

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?

An error may result in an unsafe highway. This would require immediate action to correct the error, often requiring additional expenditure of funds and commitment of additional personal services. Errors could also result in damage to equipment or highway infrastructure.

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.

- Must possess Class A CDL and Tanker endorsement.

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).

-Successful completion of a background and employment check prior to an offer of employment (49 CFR Part 383.35).

-Participation in a pre-employment drug test and participation in a random drug and alcohol testing program for the term of employment (49 CFR Part 383.72).

-Valid Class A Commercial Driver's License with N-Tanker endorsement (49 CFR Part 383.93).

Per 49 CFR 383, and SOA, DOT & PF, Policy and Procedure #07.01.010 Subpart D - Driver Disqualifications and Penalties 383.51. Employee must notify their supervisor and their main office in the event of a

traffic citation or any other offense against their driver`s license. Loss of license is grounds for immediate dismissal.