

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

DIVISION: NR Highways & Aviation	PCN: 25-2211 (Position Description Attached)
JOB CLASS/TITLE: Equipment Operator Jrny II	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 53	DUTY STATION: Slana
<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 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: Class A ENDORSEMENTS: Tank FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: As assigned 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:
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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2. Duties

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

As part of a maintenance crew, this position performs various tasks associated with the year-round maintenance of state highways and airports within the District. The work includes, but is not limited to operating and servicing heavy and light-duty equipment, maintenance of all vegetation, signs, barricades, fences, bridges, culverts and drainage structures, bike paths and road surfaces within the State Right-of Way as well as performing traffic control duties including flagging. Performs all duties and operates all equipment required by an Equipment Operator (J2) wage grade 53. 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:		
E/M	% of Time	Duty Statement
E	40 %	Operate 8-yard dump trucks with sander units, front-end plow, belly blade and /or wing in winter plowing and hauling aggregate materials in summer asphalt operations.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	30 %	Operate grader in ditching and blading, repairing gravel and asphalt surfaces, snow plowing and winging operations.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	Drive semi-tractor with 20-yard belly dump, heavy dozers, loaders, and graders on semi-low boy trailer and water tankers on gravel.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	8 %	Operate dozers from D4 to D7 for material removal and placement.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	5 %	Operate snow blowers in snow removal operations.

Functional Area Title:		
E/M	% of Time	Duty Statement
M	2 %	Operate loaders in pit, material loading, snow removal and snow dump operations.

Functional Area Title:		
E/M	% of Time	Duty Statement
M	2 %	Other duties as required that may include flagging, general vehicle maintenance, manual labor, shop cleanup, etc. This position may also be designated as a lead position which will require daily MMS entries into the State MMS computer system.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	2 %	Operate steam boilers in thawing, drainage structures

Functional Area Title:		
E/M	% of Time	Duty Statement
M	1 %	Welding and cutting materials in maintenance and repair of various equipment.

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.).

PC and Maintenance Management System (MMS) Software.

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.).

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.

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.

Daily contact is made with other operators in the execution of duties. Incidental contact with the public may occur.

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?

Accidents with equipment may result in loss of equipment, asset damage, or loss of life. Monetary consequences and/or litigation may occur to individuals and/or the State and its programs. Operations may be hindered or delayed.

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

Must have some knowledge of minor construction; repair and maintenance work; provisions of Alaska Law applying to the operation of vehicles; highway and airport maintenance procedures; and highway and airport maintenance and construction equipment and operation. Advanced level knowledge and experience with the operation and maintenance of loaders, graders, tractors/trailers, 8 yard dump trucks with attachments, dozers, water tankers, sanders, belly blades, plows. The ability to communicate ideas and follow directions.

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 air brakes and tankers.
- Current First Aid and CPR card preferred.
- Flagger/traffic control certificate.
- Mine, Safety and Health Administration (MSHA) training 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.

State of Alaska Policy & Procedures, MSHA, 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.

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			O	
Jumping			O	
Bending or twisting			O	
Squatting or kneeling			O	
Crawling			O	
Reaching above shoulder level			O	
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				F
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				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
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)			O	
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				F
Work/live in remote field sites				F
Work in confined areas (under desks, in heating vents, etc.)	N			
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				F
Work around moving mechanical parts				F
Work on and off moving equipment				F
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters	N			

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)	N			
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	N			
Exposure to insect bites or stings	N			
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			O	

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.

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. Wintertime 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.