

**STATE OF ALASKA**  
**DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES**

DIVISION: <b>Southcoast Region Construction</b>		PCN: <b>25-2424</b> <b>(Position Description Attached)</b>	
JOB CLASS/TITLE: <b>Engineering Technician – Sub Journey III</b>		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: <b>55 / \$20.98</b>		DUTY STATION: <b>Juneau, AK</b>	
<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
TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO			
COMMENTS/SPECIAL REQUIREMENTS: <b>Must be willing to travel</b>			
<p>CANDIDATE MUST BRING TO INTERVIEW:</p> <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>			
CONTACT: Linda Murphy		PHONE NUMBER: 907-586-6993	
		FAX NUMBER: 907-586-5757	
		EMAIL ADDRESS: linda@local71.com	

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**Class Title:**  
Engineering Technician - Sub-Journey III

**Position Control Number (PCN):** 252424

**2. Duties**

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

Under the direct supervision of a Construction Project Manager, and general direction of a Project Engineer, serves as a construction inspector, office engineer, or materials testing technician, performing sub-professional engineering work in the field or in an office.

**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> Construction Inspection by Engineering Technician, Sub-Journey III		
<b>E/M</b>	<b>% of Time</b>	<b>Duty Statement</b>
E	40 %	Inspect the placement of all but the most complex elements of a construction project, and maintain daily diaries and records to document the work. This includes daily force account records, pile driving records, daily inspector reports and/or diary, etc. Reject unacceptable work.
E	30 %	Perform and complete materials test procedures and documentation to ensure contract compliance , i.e. compaction tests, concrete unit weight, slump and air content tests, gradations, asphalt content, etc. Collect materials samples in accordance with required test frequency and procedures. All sampling and testing of materials must be conducted in strict compliance with Western Alliance for Quality Transportation Construction (WAQTC) and Alaska Test Methods Manual (ATMM) procedures. Reject non-conforming materials.
E	20 %	Set up project records and filing systems at beginning of project. Compute quantities and complete reports such as the progress payment estimate, weekly reports, and cross sections. This also includes end areas, earthwork and grade calculations. Assist the project engineer in writing routine correspondence; directives, etc. Prepare preliminary or minor construction drawings and sketches. Compute, reduce and plot data from field notes. Assemble final estimates, record drawings, material summaries and reports in support of the project closeout process.
E	5 %	Inspect, document and report on the contractor's traffic control efforts and traffic control devices. Monitor compliance with the approved Traffic Control Plan. Maintain a Traffic Control Diary. Direct the Contractor to correct traffic control deficiencies.
E	5 %	May setup, maintain, and take down temporary field office and field laboratory on small projects.

**Percentage Total: 100%**

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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:**  
Engineering Technician - Sub-Journey III

**Position Control Number (PCN):** 252424

### 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 use of personal computer, laptop, and/or tablet with various software; Microsoft Office Suites (Excel, Word, Access, Outlook, PowerPoint, etc.) or its equivalent, Adobe PDF, FileMaker Pro, and/or other specialized contract administration software (i.e. AASHTOWare) as required by the Project Engineer. Daily use of general hardware, such as; telephones, digital video/still cameras, voice recorders, and/or other hardware as required by the Project Engineer.

**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.).**

Depending upon assignment, daily use of; automobiles, all terrain vehicles (ATV) and/or skiffs. Depending upon assignment, 2-3 times a week use of transit, level, hand/smart level, calculator, Troxler nuclear densometer, materials testing equipment, nuclear asphalt content gauge, various drying ovens and furnaces with temperatures up to 1000 degrees Fahrenheit, electronic and mechanical scales, electro-mechanical sieve shakers, power and hand tools, and other equipment as listed in State of Alaska Competency Specification.

**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.).**

The following guides and references are used by Department of Transportation & Public Facilities (DOT&PF) employees in the performance of the duties describe herein.

**Daily:** Standard Specifications for Highway (or Airport or Building) Construction, Standard Drawings, and project specific Contract Documents (Plans, Specifications, and Estimates).

**Weekly:** Alaska Construction Manual (ACM), Alaska Test Methods Manual (ATMM), American Association of State Highway and Transportation Officials (AASHTO) manuals, American Society for Testing and Materials (ASTM) Standards, Asphalt Institute and American Concrete Institute (ACI) manuals, Western Alliance for Quality Transportation Construction (WAQTC) Training and Test Procedures.

**Monthly:** Materials Safety Data Sheets (MSDS), Qualified Products List (QPL), Construction Surveying Requirements, Alaska Construction General Permit (CGP), Alaska Traffic Manual (ATM), Federal Highway

and Aviation Standards.

**Annually:** Occupational Safety & Health Administration (OSHA) guidelines, Alaska DOT&PF Safety Manual, Alaska Radiation Protection Program Manual, Chief Engineer`s Directives, Alaska DOT&PF Policy and Procedures.

**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 and document unacceptable work, performance or materials within Contract established parameters. Notify Contractor and Project Engineer of deficiencies through written or verbal communications. Reject unacceptable work or materials. Decide when and where to take material samples in addition to project specific minimum frequencies, such as informational material samples.

**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.**

Regular communication with project engineers, other engineering technicians, contractors, subcontractors, members of the Public, and other DOT&PF employees as required for successful contract administration, or as directed by the incumbent`s supervisor.

**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?**

Errors made by the incumbent may result in a Breach of Contract, out-of-specification materials or work being incorporated into our projects, injury to self or others, reductions in service life of the constructed project, increased operational costs, and other serious financial consequences to the State of Alaska.

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

Computer literacy skills, reading and analytical skills, mathematical skills, communication and people skills, mentorship skills, ability to read/interpret contract documents (plans, specifications, and estimates), and attention to detail are required of this position.

Must possess or obtain current certifications in all WAQTC modules.

Must possess or obtain current Authorized Nuke User Gauge (nuclear densometer) certification.

Must possess or obtain current America Traffic Safety Services Association (ATSSA) certifications as a traffic control technician, traffic control supervisor, and flagger.

Must possess or obtain current certification as Alaska Certified Erosion & Sediment Control Lead (AK-CESCL).

Must be willing to travel to remote locations by automobile, aircraft, or marine vessel for extended periods of time with little notice.

Writing skills are highly desired.

High School Diploma, or equivalent, highly desired.

Physical stamina to lift 100 pounds regularly.

**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 valid State of Alaska Driver`s License to operate motor vehicles (AS 28.15.011).