

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

DIVISION: Southcoast Region, Design & Engineering Services		PCN: 25-2384 (Position Description Attached)	
JOB CLASS/TITLE: Survey, Sub-Journey I/II / Journey		WHEN POSITION IS NEEDED: ASAP	
FLEXIBLY STAFFED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO			
WAGE GRADE: 58/56/54 / \$17.74/ \$19.80/ \$22.16		DUTY STATION: Juneau	
<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

WORK SCHEDULE: M-F; 40 per week	
TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
COMMENTS/SPECIAL REQUIREMENTS: Must have a valid Alaska Driver's License. Must be willing to travel.	
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 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



STATE OF ALASKA

Position Description

**Position Control
Number (PCN):**

252384

Class Title:
Survey - Journey

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Survey - Journey	Title Code: PK0743	Grade: 54
	Salary Schedule: 2AA	
Bargaining Unit: Labor, Trade, and Crafts Unit	Bargaining Unit Code: LL	
Department: Transportation & Public Facilities	Department Number: 25	
Division: Southcoast Region Design and Engineering Services		
Region/Section/Unit: Right-of-Way Unit		
Location: Juneau	Location Code: AWA	
Time Class: Seasonal OMB Authorized	Seasonal Code: FS - Full Time Seasonal	Time Class Code: SACL
FLSA Exempt: No	Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):		No
Position requires possession of, or access to, firearms or ammunition:		No

2. Duties

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

The main duty of the Survey, Journey is to assist with the collection of land surveying field data as requested by the department, and required for pre-design, design, environmental, right-of-way, and/or geo-tech.

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: Main duty functions		
E/M	% of Time	Duty Statement
E	70 %	<p>The primary duty of the Survey Journey (Instrument person) -- under the direction of the Survey Lead (Party Chief) -- is to assist with the collection of accurate and precise geo-spatial information about natural and man-made features used in the design of Capital projects, and for locating field evidence used to determine the location of property lines and highway rights of way. Field surveying comprises the majority of the work-day for this position.</p> <p>In fulfilling these duties, the person must be able to operate modern survey equipment and make accurate and precise measurements during the operation of said equipment. The incumbent needs the ability to keep clear, concise and accurate field notes. In addition, download, proof and edit the electronic files generated by this equipment.</p> <p>This position requires an intermediate to advanced knowledge of survey principles and practices, have the ability to compute coordinate geometry using a portable computer or calculator and should be able to fill in for the Survey, Lead (Party Chief) during his absence.</p>

Functional Area Title: Equipment maintenance		
E/M	% of Time	Duty Statement
E	15 %	<p>A secondary, but no less critical duty within this position is care, maintenance, calibration, and adjustment of surveying tools and equipment.</p> <p>Field work is often conducted in inclement weather, and for the safe operation, longevity and dependability said tools and equipment it is imperative all tools and equipment be dried, cleaned, and maintained expediently, thoroughly and properly.</p> <p>To insure precise and accurate data is collected it is important that survey instruments (GNSS systems, total stations, tribrachs, prism poles, etc.) be correctly adjusted and/or calibrated.</p>

Functional Area Title: Field data and time reporting		
E/M	% of Time	Duty Statement

E	15 %	<p>All field data must be transferred ("downloaded"), proofed for blunders and errors, edited, and saved in an appropriate file for later retrieval by the office surveyor. This includes field note copies.</p> <p>It also as equally important to keep accurate track of project time for time sheets, travel, and billing</p> <p>Completion of these duties are critical in order to insure accurate and error free data is processed by the technician.</p> <p>Other duties as assigned.</p>
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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.).

Computer Software:

Leica Smartworx/Captivate field software -- used daily

Microsurvey CAD 2014 -- used 2-3 times/week

Microsoft® Office (Outlook, Word) -- used daily

Computer Hardware:

Leica TS-15/16 Total Station -- used daily

Dell Dimension lap computer -- used daily

Leica GS15 GNSS system -- used 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.).

This position requires the knowledge and ability to operate a wide variety of equipment ranging from very simple hand tools to vary complex and costly electronics survey equipment. The list includes:

1. Leica NA2 optical level, and DNA03 electronic level that measure and record differences in elevations -- used 1 time/month.
2. Leica conventional optical total stations and robots -- used daily.
3. Leica GNSS equipment -- used 1-2 days/week.
4. Hand-held VHF radios -- used 3-4 time/month.
5. Survey vehicles consisting of full size vans and trucks -- used daily.
6. Gas powered hammer drill -- used 1-2 times/month.
7. Chain saw/cutting tools -- used 2-3 times/month.

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.).

DOT/PF Manual of Survey Procedures -- referenced 1 time/month;

Standards of Practice Manual for surveyors, -- referenced 1 time/month.

Local Trades and Crafts (LTC) Local 71 Master Agreement -- referenced 4 time/month.

State Procurement Rules and DOT&PF Policies and Procedures regarding travel, per diem and the acquisitions of goods and services while working away from the main office -- referenced 1 time/year.

Manual of Standards for Work Zone Traffic Control -- referenced 1 time/month.

Alaska Statues regarding right of entry for surveying and the preservation and replacement of monuments,

Bureau of Land Management (BLM) manual for surveying the public lands -- referenced 1 time/year.

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.

The person has the authority to determine which topographic features and property corners are to be mapped and where those exact measurements will be taken. This discretion dictates how the topographic and/or "as-built" map will look, and where property/boundary lines will be computed/determined. It is the data from which plans, plats, and diagrams will be designed.

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 primarily interacts with his/her fellow crew members in determining field strategy, appropriate field techniques per assignment, tasks he/she will perform, and to coordinate crew work days/hours. In addition, the person must be in contact with the office staff (Senior Location Engineer or designee) in order to be aware of travel logistics, work schedule, proper use of equipment, instruction and training needs, and purchasing of tools, supplies and survey equipment. Occasionally the incumbent is queried by members of the public, and during these instances he/she politely and forthrightly explains for whom he/she is working, the nature of the assignment, and why the information is needed by the Department. If questions are of a more technical, legal or detailed nature, the incumbent directs the person to the Party Chief or Senior Locations Engineer.

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?

Missed or poorly mapped feature(s) can result in improper project design, thus claim(s) filed by contractor(s) or consultants, also right-of-way encroachment disparity and/or property boundary disputes that could lead to litigation. Errors in instrument set-up, calibration, and equipment can also cause similar results.

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

Position requires ability to keep neat and accurate field notes.

Requires the ability to interact with the public and fellow crew members in a positive way. Often the survey crew is the first person-to-person contact the public has with the Department when a new project has been initiated. Therefore, the ability to be patient, calm and diplomatic are very important attributes to be practiced by the field crew members.

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).

Valid Drivers License.

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			O	
Walking				F
Standing				F
Running		P		
Jumping	N			
Bending or twisting			O	
Squatting or kneeling		P		
Crawling		P		
Reaching above shoulder level			O	
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs		P		
Driving cars, light duty trucks			O	
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers		P		
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance			O	
Seeing objects peripherally			O	
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			O	
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
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		P		
Work in confined areas (under desks, in heating vents, etc.)	N			
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)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)		P		
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts		P		
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels		P		
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)	N			
Exposure to wild/dangerous animals			O	
Exposure to insect bites or stings				F
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	N			

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.

5. Supervisory Authority

This page must be completed if PCN **252384** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252384** supervises or leads. Record **252384**'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 **252384** 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 252384 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 252384	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									



STATE OF ALASKA

Position Description

Class Title:
Survey - Sub-Journey I

**Position Control
Number (PCN):**

252384

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Survey - Sub-Journey I	Title Code: PK0741	Grade: 58
	Salary Schedule: 2AA	
Bargaining Unit: Labor, Trade, and Crafts Unit	Bargaining Unit Code: LL	
Department: Transportation & Public Facilities	Department Number: 25	
Division: Southcoast Region Design and Engineering Services		
Region/Section/Unit: Right-of-Way Unit		
Location: Juneau	Location Code: AWA	
Time Class: Seasonal OMB Authorized	Seasonal Code: FS - Full Time Seasonal	Time Class Code: SACL
FLSA Exempt: No	Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):		No
Position requires possession of, or access to, firearms or ammunition:		No

2. Duties

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

The main duties of the Survey, Sub-journey I are to assist the field survey crew in the performance of daily tasks while acquiring the basic skills that will lead to obtaining higher ratings within this job class.

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: Main duty functions		
E/M	% of Time	Duty Statement
E	80 %	<p>The primary duty of the Survey Sub-Journey I (Rear chain person) -- under the direction of the Survey Lead (Party Chief) or more senior crew members - is to assist with collecting information about natural and man-made features used in the design of Capital projects, and for locating monuments and accessories used to determine the location of property lines and highway rights of way. Field surveying comprises the majority of the work-day for this position.</p> <p>In fulfilling these duties, the person must have the aptitude to learn to operate basic survey equipment and make accurate and precise measurements during the operation of said equipment. The incumbent needs the ability to communicate with more senior surveyors who are assigned to instruct the incumbent in safe and efficient survey field operations.</p> <p>This position requires beginner knowledge of survey principles and practices and have the ability to operate survey hand tools (chain saws, machetes, hammers) in all sorts of weather and terrain.</p>

Functional Area Title: Equipment maintenance and time reporting		
E/M	% of Time	Duty Statement
E	20 %	<p>A secondary, but no less critical duty within this position is learning to care, maintain, calibrate, and adjustment of surveying tools and equipment.</p> <p>Field work is often conducted in inclement weather, and for the safe operation, longevity and dependability said tools and equipment it is imperative all tools and equipment be dried, cleaned, and maintained expediently, thoroughly and properly. More senior surveyors will provide instruction in the proper care of said equipment.</p> <p>It also is equally important to keep accurate track of project time for time sheets, travel, and billing</p> <p>Completion of these duties are critical in order to insure accurate and error free data is processed by the office surveyors.</p> <p>Other duties as assigned.</p>

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.).

At the beginner level.

Microsoft® Office (Outlook, Word) -- used daily

At the beginner level.

Computer Hardware:

Leica TS-15/16 Total Station -- used daily

Dell Dimension lap computer -- used daily

Leica GS15 GNSS system -- used 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.).

This position requires the knowledge and ability to operate a wide variety of equipment ranging from very simple hand tools to very complex and costly electronics survey equipment. The incumbent will be given beginning to intermediate instruction in operating the following:

1. Leica NA2 optical level, and DNA03 electronic level that measure and record differences in elevations -- used 1 time/month.
2. Leica conventional optical total stations and robots -- used daily.
3. Leica GNSS equipment -- used 1-2 days/week.
4. Hand-held VHF radios -- used 3-4 time/month.
5. Survey vehicles consisting of full size vans and trucks -- used daily.
6. Gas powered hammer drill -- used 1-2 times/month.
7. Chain saw/cutting tools -- used 2-3 times/month.

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.).

DOT/PF Manual of Survey Procedures -- referenced 1 time/month;

Standards of Practice Manual for surveyors, -- referenced 1 time/month.

Local Trades and Crafts (LTC) Local 71 Master Agreement -- referenced 4 time/month.

State Procurement Rules and DOT&PF Policies and Procedures regarding travel, per diem and the acquisitions of goods and services while working away from the main office -- referenced 1 time/year.

Manual of Standards for Work Zone Traffic Control -- referenced 1 time/month.

Alaska Statutes regarding right of entry for surveying and the preservation and replacement of monuments, Bureau of Land Management (BLM) manual for surveying the public lands -- referenced 1 time/year.

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.

This person is a beginner and does not have authority to make day to day decisions regarding the survey crew or its functions. These skills will be acquired from higher level survey crew members over time.

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 primarily interacts with his fellow crew members. In addition, the person might be in contact with the office staff (Senior Location Engineer or designee) in order to be aware of travel logistics, work schedule, proper use of equipment, instruction and training needs, Occasionally the incumbent is queried by members of the public, and during these instances he/she politely and forthrightly explains for whom he/she is working but defers questions to more senior crew members.

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?

As the most junior member of the survey crew the biggest consequence of an error made by a prudent employee is physical harm to themselves or to team mates by careless driving, not paying attention to traffic, or incorrect use of hand tools. This can result in workman`s comp claims, damaged equipment or public/private property or even death.

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

Requires the ability to interact with the public and fellow crew members in a positive way. Often the survey crew is the first person-to-person contact the public has with the Department when a new project has been initiated. Therefore, the ability to be patient, calm and diplomatic are very important attributes to be practiced by the field crew members including the most junior level.

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).

Valid Drivers License.

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			O	
Walking				F
Standing				F
Running		P		
Jumping	N			
Bending or twisting			O	
Squatting or kneeling		P		
Crawling		P		
Reaching above shoulder level			O	
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs		P		
Driving cars, light duty trucks			O	
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers		P		
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance			O	
Seeing objects peripherally			O	
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			O	
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
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		P		
Work in confined areas (under desks, in heating vents, etc.)	N			
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)	N			
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		P		
Work around moving mechanical parts		P		
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels		P		
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)	N			
Exposure to wild/dangerous animals			O	
Exposure to insect bites or stings				F
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	N			

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.

5. Supervisory Authority

This page must be completed if PCN **252384** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252384** supervises or leads. Record **252384** '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 **252384** 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 252384 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 252384	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									



STATE OF ALASKA

Position Description

Class Title:
Survey - Subj-Journey II

**Position Control
Number (PCN):**

252384

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Survey - Subj-Journey II	Title Code: PK0742	Grade: 56
	Salary Schedule: 2AA	
Bargaining Unit: Labor, Trade, and Crafts Unit	Bargaining Unit Code: LL	
Department: Transportation & Public Facilities	Department Number: 25	
Division: Southcoast Region Design and Engineering Services		
Region/Section/Unit: Right-of-Way Unit		
Location: Juneau	Location Code: AWA	
Time Class: Seasonal OMB Authorized	Seasonal Code: FS - Full Time Seasonal	Time Class Code: SACL
FLSA Exempt: No	Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):		No
Position requires possession of, or access to, firearms or ammunition:		No

2. Duties

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

The main duties of the Survey, Sub-journey II are to assist the Survey, Journey and Lead in the performance of daily field survey crew tasks while acquiring more advanced skills that lead to a Survey, Journey rating within this job class.

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: Main duty functions		
E/M	% of Time	Duty Statement
E	80 %	<p>The primary duty of the Survey Sub-Journey II (Chain person) -- under the direction of the Survey Lead (Party Chief) or more senior crew members - is to assist with collecting information about natural and man-made features used in the design of Capital projects, and for locating monuments and accessories used to determine the location of property lines and highway rights of way. Field surveying comprises the majority of the work-day for this position.</p> <p>In fulfilling these duties, the person must have the aptitude to operate modern survey equipment and make accurate and precise measurements during the operation of said equipment. The incumbent needs the ability to communicate with more senior surveyors who are assigned to instruct the incumbent in safe and efficient survey field operations.</p> <p>This position requires beginner to intermediate knowledge of survey principles and practices, have fundamental ability to compute coordinate geometry using a portable computer or calculator and should be able to fill in for the Survey, Journey during his absence.</p>

Functional Area Title: Equipment maintenance and time reporting		
E/M	% of Time	Duty Statement
E	20 %	<p>A secondary, but no less critical duty within this position is assisting in the care, maintenance, calibration, and adjustment of surveying tools and equipment.</p> <p>Field work is often conducted in inclement weather, and for the safe operation, longevity and dependability said tools and equipment it is imperative all tools and equipment be dried, cleaned, and maintained expediently, thoroughly and properly. More senior surveyors will provide instruction in the proper care of said equipment.</p> <p>It also is equally important to keep accurate track of project time for time sheets, travel, and billing</p> <p>Completion of these duties are critical in order to insure accurate and error free data is processed by the office surveyors.</p> <p>Other duties as assigned.</p>

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.).

At the beginner to intermediate level.

Computer Software:

Leica Smartworx/Captivate field software -- used daily

Microsurvey CAD 2014 -- used 2-3 times/week

Microsoft® Office (Outlook, Word) -- used daily

At the beginner to intermediate level.

Computer Hardware:

Leica TS-15/16 Total Station -- used daily

Dell Dimension lap computer -- used daily

Leica GS15 GNSS system -- used 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.).

This position requires the knowledge and ability to operate a wide variety of equipment ranging from very simple hand tools to very complex and costly electronics survey equipment. The incumbent will be given intermediate to advanced instruction in operating the following:

1. Leica NA2 optical level, and DNA03 electronic level that measure and record differences in elevations -- used 1 time/month.
2. Leica conventional optical total stations and robots -- used daily.
3. Leica GNSS equipment -- used 1-2 days/week.
4. Hand-held VHF radios -- used 3-4 time/month.
5. Survey vehicles consisting of full size vans and trucks -- used daily.
6. Gas powered hammer drill -- used 1-2 times/month.
7. Chain saw/cutting tools -- used 2-3 times/month.

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.).

DOT/PF Manual of Survey Procedures -- referenced 1 time/month;

Standards of Practice Manual for surveyors, -- referenced 1 time/month.

Local Trades and Crafts (LTC) Local 71 Master Agreement -- referenced 4 time/month.

State Procurement Rules and DOT&PF Policies and Procedures regarding travel, per diem and the acquisitions of goods and services while working away from the main office -- referenced 1 time/year.

Manual of Standards for Work Zone Traffic Control -- referenced 1 time/month.

Alaska Statutes regarding right of entry for surveying and the preservation and replacement of monuments, Bureau of Land Management (BLM) manual for surveying the public lands -- referenced 1 time/year.

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.

The person has intermediate authority to determine which topographic features and property corners are to be mapped and where those exact measurements will be taken only to a lesser authority than the Survey, Journey or Lead. This discretion dictates how the topographic and/or "as-built" map will look, and where property/boundary lines will be computed/determined. Incumbent will be tasked with learning these procedures from more experienced crew members.

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 primarily interacts with his fellow crew members in determining field strategy, appropriate field techniques per assignment, tasks he/she will perform, and to coordinate crew work days/hours. In addition, the person must be in contact with the office staff (Senior Location Engineer or designee) in order to be aware of travel logistics, work schedule, proper use of equipment, instruction and training needs, and purchasing of tools, supplies and survey equipment. Occasionally the incumbent is queried by members of the public, and during these instances he/she politely and forthrightly explains for whom he/she is working, the nature of the assignment, and why the information is needed by the Department if known. If questions are of a more technical, legal or detailed nature, the incumbent directs the person to the Party Chief or Senior Locations Engineer.

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?

This person is a junior level of the field crew however may be tasked lower level assignments.

Missed or poorly mapped feature(s) can result in improper project design, thus claim(s) filed by contractor(s) or consultants, also right-of-way encroachment disparity and/or property boundary disputes that could lead to litigation. Errors in instrument set-up, calibration, and equipment can also cause similar results.

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

Position requires ability to keep neat and accurate field notes.

Requires the ability to interact with the public and fellow crew members in a positive way. Often the survey

crew is the first person-to-person contact the public has with the Department when a new project has been initiated. Therefore, the ability to be patient, calm and diplomatic are very important attributes to be practiced by the field crew members.

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).

Valid Drivers License.

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			O	
Walking				F
Standing				F
Running		P		
Jumping	N			
Bending or twisting			O	
Squatting or kneeling		P		
Crawling		P		
Reaching above shoulder level			O	
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs		P		
Driving cars, light duty trucks			O	
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers		P		
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance			O	
Seeing objects peripherally			O	
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			O	
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
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		P		
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)	N			
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		P		
Work around moving mechanical parts		P		
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels		P		
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)	N			
Exposure to wild/dangerous animals			O	
Exposure to insect bites or stings				F
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	N			

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.

5. Supervisory Authority

This page must be completed if PCN **252384** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **252384** supervises or leads. Record **252384** '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 **252384** 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 252384 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 252384	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: Survey, Journey	Code: P9591	Grade: 54
Bargaining Unit: Labor, Trade, and Crafts Unit	Bargaining Unit Code:	LL
Department: Transportation & Public Facilities	Department Number:	25
Division: Southcoast Region Design and Engineering Services		
Region/Section/Unit: Right-of-Way Unit		
Location: Juneau	Location Code:	AWA
Time Class: Seasonal OMB Authorized	Time Class Code:	SACL
FLSA Exempt: No	Strike Class:	3
Position requires possession of a Commercial Drivers License (CDL):		No
Position requires possession of, or access to, firearms or ammunition:		Yes
Home Unit: Z118		
AKPAY Organizational Routing Code: 25031001		

Requested Changes

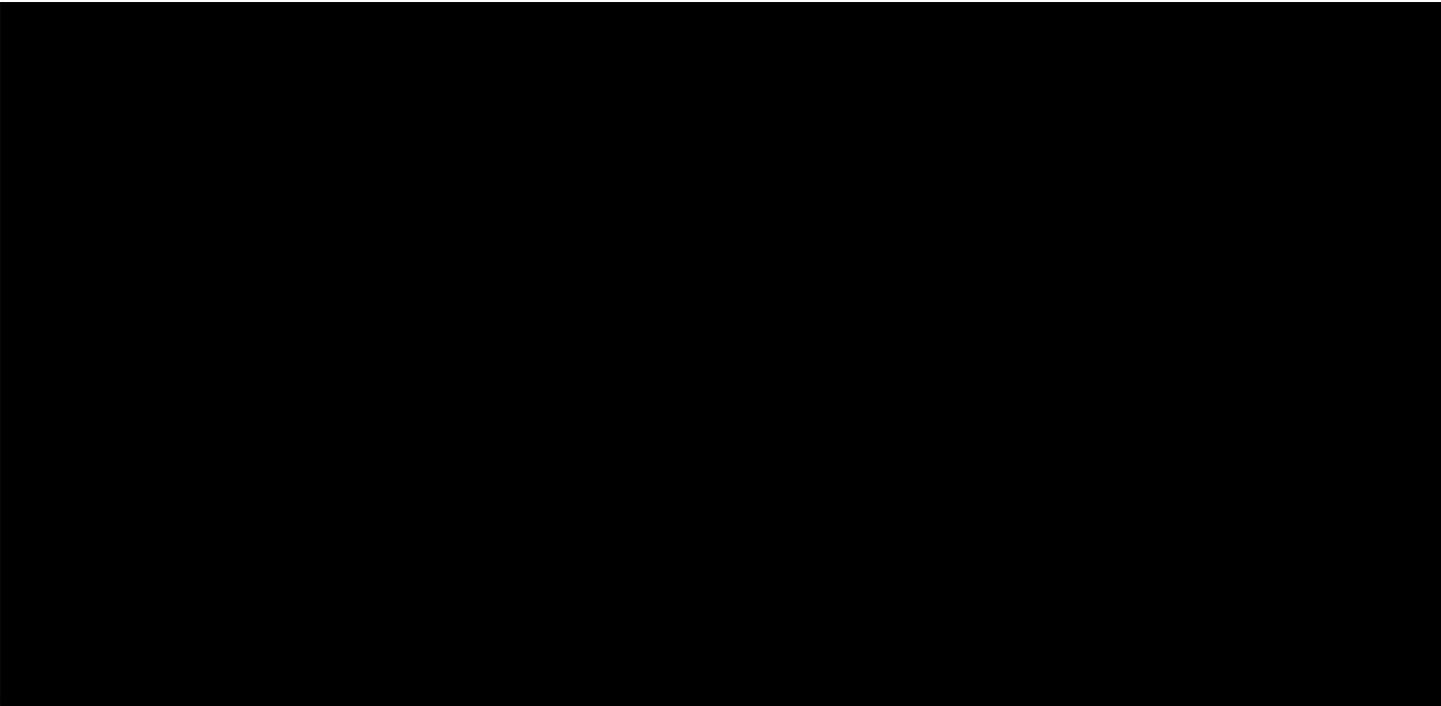
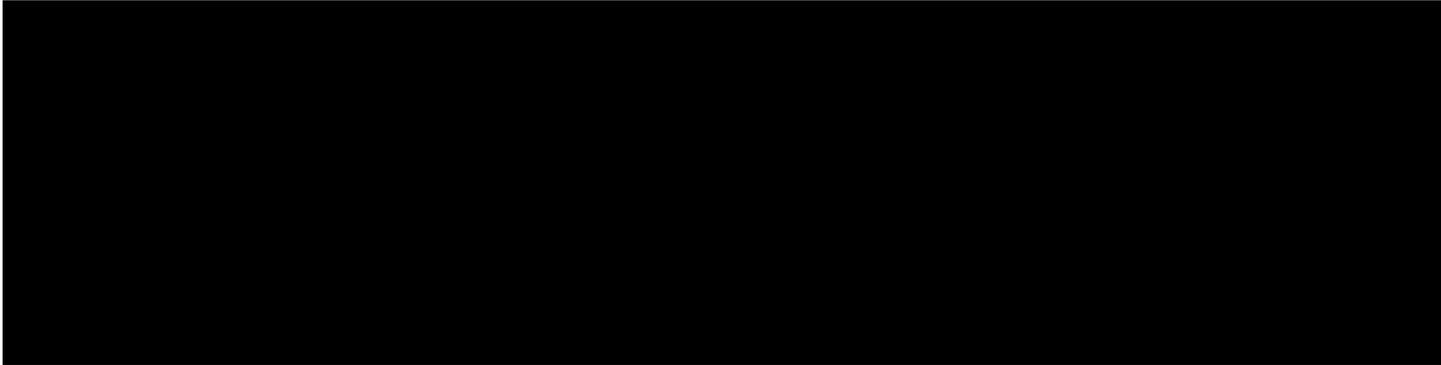
Class Title: Survey - Journey	Code: P9591	Grade: 54
Survey - Sub-Journey I	P9591	58
Survey - Subj-Journey II	P9591	56
Position requires possession of, or access to, firearms or ammunition:		No
Home Unit: Z318		

Requested Actions

Establish Flexible Staffing

Reason for the Request

Reclassifying this position to a flexibly staffed Survey Sub Journey I, Survey Sub Journey II, Survey Journey will broaden the applicant pool for a position that has become difficult to recruit and fill. Offering a flex staffed position will allow the Region to recruit a qualified applicant and train the incumbent which will also assist in retaining the incumbent.



8. Classification Analysis

The Department of Transportation and Public Facilities, Southcoast Region Design and Engineering Services, submitted this Position Description (PD) for PCN 252384 and requested an update and the establishment of flexible staffing from Survey – Journey to Survey – Journey (Flex Sub-Journey I/Sub-Journey II), an arms and ammo change, and home unit change. The position is currently vacant, located in Juneau, and is supervised by PCN 252316 (Land Surveyor II). Neither supervisory nor lead-level authority is assigned to the position.

Analysis:

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

As a Survey – Sub-Journey I, PCN 252384 assists field survey crews in the performance of daily tasks while acquiring skills required to advance to the next level in the Survey job class series. At this level, the position assists with collecting information about natural and man-made features used in the design of capital projects and for locating monuments and accessories to determine the location of property lines and highway rights of way. The position operates and calibrates basic surveying equipment as well as hand tools in order to complete assigned duties.

As a Survey – Sub-Journey II, PCN 252384 serves as a chain person and works under the direction of the Survey – Lead or more senior crew members. At this level, the position operates modern survey equipment, makes accurate measurements, and communicates with senior surveyors for direction regarding safe and efficient use of equipment. The position may determine which topographic features and property corners are to be mapped and where the measurements are to be taken.

As a Survey – Journey, PCN 252384 serves as an instrument operator on a survey crew and is responsible for the collection of surveying data on capital projects using intermediate to advanced knowledge of survey principles and practices. At this level, the incumbent is full proficient and uses a variety of interrelated skills to complete assigned work in accordance with industry standards. The position downloads, proofs, and edit electronic files generated by surveying equipment and ensures that precise and accurate data is being collected by surveying instruments such as global navigation satellite systems (GNSS), total stations, and prism poles.

As a flexibly staffed position, the Department of Transportation and Public Facilities may fill the position at any level. The Department may request reallocation to the next level when the incumbent completes the approved flex training plan, the supervisor certifies that the incumbent has met the minimum qualifications for the Survey – Sub Journey II or the Survey – Journey job class, and the incumbent is capable of performing at the higher level.

Conclusion:

PCN 252374 is allocated to Survey – Journey (Flex Sub-Journey I/Sub-Journey II). The position is appropriately placed in the Labor, Trades and Crafts (LTC) Bargaining Unit. At all three levels, the position is eligible for overtime in accordance with the 2018-2021 LTC Collective Bargaining Agreement for payroll purposes.