

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

DIVISION: Southcoast Region Highways and Aviation, Maintenance & Operations		PCN: 25-2503 (Position Description Attached)	
JOB CLASS/TITLE: Equipment Operator - Journey II		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 53= \$25.31 (DOE) +Steps		DUTY STATION: Haines	
	Permanent Full-Time	X	Permanent Full-Time Seasonal
	Permanent Part-Time		Permanent Part-Time Seasonal
	Non-Perm Full-Time		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 180-days of hire TYPE OF CDL: Class A ENDORSEMENTS: N-Tanker FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	WORK SCHEDULE: 40 Hour Schedule 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: DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: *Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays. <i>Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.</i>

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.

Perform highway and airport maintenance at a State maintenance station that includes a non-certificated airport. Responsible for maintaining State highways, airport, 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), Federal Aviation Administration (FAA), and State rules and regulations concerning maintenance and operation of highways and airports.

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	95 %	Perform highway, airport, and bridge 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 assigned. Perform float and dock repair and maintenance. Operate heavy equipment associated with these tasks, including light duty trucks, dump trucks, plow trucks with sanders or distributors, loaders, graders, sweepers. Perform building maintenance as required.
E	5 %	When directed to travel to other stations, perform maintenance, including: snow and ice control, blading, pavement repair, pavement marking, sweeping, lighting repair, sign installation and repair, brushing and mowing, ditching, sloping, and drainage 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, dump/plow trucks, sweepers, blowers, distributor trucks, graders, and loaders.

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.).

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.).

Heavy equipment (trucks, loaders, excavators, motor graders, sweepers, blowers, asphalt reclaimers, distributor trucks) - daily

NOTE: plow trucks have two or more attachments (they usually have three).

Light duty vehicles - daily

Hand power tools (including saws, torches, welding machines, compressors, sprayers) - 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

-Environmental Protection Agency guidelines and procedures

-ADOT&PF Safety Manual

How: Reading. Why: Required. How often: As needed/required.

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 highway and airport 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 supervisors, co-workers, and other department personnel to determine maintenance needs, receive work assignments, and coordinate duties.

-On a nearly daily basis, the incumbent interacts with the City officials and the public to answer their questions about highway or airport operations and to receive reports of maintenance 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 or airport. 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.

-Maintains highways in safe condition for the traveling public.

-Must possess Class A CDL with N-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).

-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.

-Valid Class A Commercial Driver's License with N-Tanker endorsement.

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.

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	N			
Bending or twisting				F
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level			O	
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		P		
Pinching with fingers		P		
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			O	
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				F
Balancing on moving surfaces			O	
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				F
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		P		
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)		P		
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			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)	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		P		
Exposure to insect bites or stings		P		
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.