

STATE OF ALASKA

DEPARTMENT: Transportation & Public Facilities DIVISION: Central Region Highways and Aviation	PCN: 25-1013S (Position Description Attached)
JOB CLASS/TITLE: Equipment Operator - Journey II	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 53	DUTY STATION: Quartz Creek
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com
<input 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 checked="" 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: A ENDORSEMENTS: None	WORK SCHEDULE: Mon.-Wed. 6:00am-4:30pm Thurs. 6:00am – 2:00pm TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO
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PRE-EMPLOYMENT BACKGROUND CHECK: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO Type:	COMMENTS/SPECIAL REQUIREMENTS:
DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	

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 checked="" type="checkbox"/> Other: <i>Flaggers Card – (Can obtain after hire)</i>
<i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>



STATE OF ALASKA

Position Description

Position Control Number (PCN): 251013

Class Title:
Equipment Operator - Journey II

Recruitment Type: Normal

1. Position Control Information			
Class Title:	Equipment Operator - Journey II	Title Code:	PL0304 Grade: 53
		Salary Schedule:	N/A
Bargaining Unit:	Labor, Trade, and Crafts Unit	Bargaining Unit Code:	LL
Department:	Transportation & Public Facilities	Department Number:	25
Division:	Central Region Highways and Aviation		
Region/Section/Unit:	Central/M&O/Quartz Creek		
Location:	Quartz Creek	Location Code:	DSY
Time Class:	Full Time/OMB Authorized	Seasonal Code:	N/A Time Class Code: FACL
FLSA Exempt:	No	Strike Class:	3
Position requires possession of a Commercial Drivers License (CDL):	Yes		
Position requires possession of, or access to, firearms or ammunition:	Yes		
Home Unit:	Z145		
AKPAY Organizational Routing Code:	25010301		
Labor Distribution Code (LDP):	N/A		
Physical Work Address:	Mile 1 Quartz Creek Road, Cooper Landing		
Work Phone:	907-595-1262		
Supervisor Information			
PCN:	250977	Title:	Maintenance and Operations Superintendent
Physical Work Address:	46445 Sterling Hwy Soldotna		
Work Phone:	907-262-2199		

Type of Action:	Arms & Ammo Change, Update
Effective Date:	06/19/2014
Division of Personnel Section:	Classification
Reviewed By:	Wendy Wall, Human Resource Consultant I, on 06/18/2014

Approved By:	Kathy Peterson, Human Resource Consultant II, on 06/19/2014
Closed out by:	Sandra Tagaban, Human Resource Technician II, on 06/19/2014

2. Duties

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

This position will perform equipment operations commensurate with a journey level operator. The main focus of this position will be to utilize various types of heavy equipment to perform maintenance activities in support of State of Alaska mission and maintenance of infrastructure. 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: Pre-trip and Post-trip Inspections		
E/M	% of Time	Duty Statement
E	4 %	To perform pre-trip and post-trip inspections on all equipment/vehicles before and after operation utilizing the equipment checklist provided by the work center. Note abnormalities and damage to equipment/vehicles and turn into SEF Maintenance as appropriate. Note service intervals and turn in as necessary or coordinate with foreman to do so.

Functional Area Title: Operator Maintenance		
E/M	% of Time	Duty Statement
E	4 %	Perform equipment maintenance as required. This includes performing operator maintenance, adding fluids, keeping vehicles clean, and changing blades as necessary. Perform shop maintenance as required to include general housekeeping.

Functional Area Title: Winter Operations		
E/M	% of Time	Duty Statement

E	45 %	<p>Perform snow and ice removal with plow/sanders and graders with all attachments. Become familiar with the techniques, routes, and obstructions to do an effective job. Apply abrasives (sand) as a traction aid and make decisions based on conditions as to where and how much to apply to any given area.</p> <p>Perform snow haul operations. Operate graders, loaders, snow blowers and dozers to incorporate all facets of the operation. Become familiar with the techniques of pulling snow, recognizing obstructions, loading trucks, accountability for contractor trucks and snow dump maintenance to ensure the success of the operation.</p> <p>Operate steam generator with associated attachments to facilitate drainage during the winter and breakup periods. Become familiar with techniques, establish an understanding of the many types of drainage systems, problematic drainage areas and most notably the safe operation of the boiler.</p> <p>Perform avalanche mitigation support as required. This may include but is not limited to gathering data, manning road closures, cleaning up debris, and maintaining other associated items with regards to avalanche mitigation.</p> <p>Perform maintenance activities that promote a safe winter working environment such as clearing and marking obstructions, marking culverts, and studying routes.</p> <p>Responds to emergencies as directed by supervisory personnel. This may include but limited to road hazards, sinkholes, flooding, debris removal, eradicating windstorm damage and rockslides.</p> <p>Become familiar with and be able to apply practical applications of traffic control commensurate with winter maintenance activities. This includes use of arrow boards, flagging operations, planning and setting up traffic control for work zones utilizing a wide variety of devices for any number of work details to include snow haul, crack sealing, ditching, and pothole maintenance to name a number of work tasks but is not all-inclusive.</p> <p>Respond to material spills on occasion; generally as a result of but not limited to a spill or leak from a piece of equipment.</p> <p>Perform all other duties as assigned.</p>
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Functional Area Title: Summer Operations		
E/M	% of Time	Duty Statement

E	45 %	<p>Performs maintenance on a wide variety of assets and infrastructure to include but not limited to: asphalt surface maintenance and repairs, gravel surface maintenance, methods of compaction, concrete repairs, guardrail, fence, and barricade maintenance, grass/brush cutting, ditch/drainage structure maintenance, sign maintenance, applying pavement markings, dust control, sweeping and landscaping techniques. Become proficient on all equipment, tools, techniques and safety precautions to perform any of the aforementioned activities.</p> <p>Perform bridge maintenance as required. Become familiar with techniques that involve painting, sand blasting, perform asphalt & concrete repairs, and other structure repairs as deemed necessary. This activity may require an employee operate some specialty tools and equipment in the performance of this activity. This activity may also include extensive travel during the summer season to accomplish projects.</p> <p>Responds to emergencies as directed by supervisory personnel. This may include but limited to road hazards, sinkholes, flooding, debris removal, eradicating windstorm damage and rockslides.</p> <p>Become familiar with and be able to apply practical applications of traffic control commensurate with summer maintenance activities. This includes flagging operations, planning and setting up traffic control for work zones utilizing a wide variety of devices for any number of work details to include snow haul, crack sealing, ditching, and pothole maintenance to name a number of work tasks but is not all-inclusive.</p> <p>Respond to material spills on occasion; generally as a result of but not limited to a spill or leak from a piece of equipment.</p> <p>Performed all other duties as assigned.</p>
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Functional Area Title: Training		
E/M	% of Time	Duty Statement
E	2 %	Attend training as required. A myriad of training exists the employee will participate in. This training will consist of but is not limited to Traffic Control, First Aid/CPR, OSHA, equipment and computer training to name some however the list is not all-inclusive.

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.).

May be called upon to use a computer for certain computer-based training, 1 time/mo.

Perform research through Internet search, occasionally

State Email - 2-3 times wk

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.).

Aerial boom truck

Asphalt distributor, all types

Auger drill

Avalanche cannon

Bridge inspection truck

Broom, airport runway

Chip spreader

Core or track drill

Crawler tractor, all sizes

Excavator/power shovel

Front loader, 2 cubic yards and greater

Gravel screening plant, portable and rock crushers

Hydro seeder

Hydro ax

Loader/tractor mounted brush cutter

Motor grader, all weights with attachments

Road Roller, self-propelled

Road seal chip spreader

Rotary snow plow, all capacities

Truck or trailer mounted steam boiler, includes driver

Truck, 3 axle tractor, 6x4 (tractor trailer truck)

Truck, dump with attachments

Truck, tank, over 2,000 gallons

Yard and dock crane

Traffic line marker

** And all lower class equipment

MISCELLANEOUS:

cut off saws

jack hammers

power and hand tools

tampers

two-way radios, CBs and other communications equipment

vehicle maintenance and cleaning equipment

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.).

OSHA Statutes

MUTCD & Alaska Supplement

Traffic Laws

Dept. of Labor Statutes

State Policies & Procedures

Local 71 Contract Language

Equipment Operating Manuals

Right-To-Know Regulations

Environmental Regulations

Lock-Out Tag-Out Procedures

FCC Radio Regulations

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 operator will work under the supervision and at the discretion of a foreman however will be able to make decisions on the job and have the independence in some/most cases to complete the task or work assignment without full or constant supervision. The incumbent may be asked to be a "lead" or lead co-workers in the completion of a task or maintenance activity.

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.

May have contact with internal/external agencies within the Department in the performance of duties. In some cases will have contact with state and local agencies. Could have constant contact with the public.

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?

Consequences of errors may hinder the completion of work objectives. Errors may also jeopardize the safety of the incumbent, coworkers or the public.

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

Communication plays a large role in the completion of work objectives. The incumbent must be able to communicate clearly and most specifically using radio systems to communicate with coworkers. The incumbent must also be skilled in transmitting positive communication to the general public when called upon or when the occasion presents itself.

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).

Commercial Drivers License (CDL) with Tanker Endorsement NOTE: HAZMAT endorsement is not essential for the hiring of this position however at any given time management may require the incumbent to obtain the HAZMAT endorsement at the cost of the Department.

Painting Certificate (HAZMAT) Card NOTE: This particular HAZMAT endorsement is not essential for the hiring of this position however at any given time management may require the incumbent to obtain the HAZMAT endorsement at the cost of the Department

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		P		
Jumping			O	
Bending or twisting			O	
Squatting or kneeling			O	
Crawling			O	
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)		P		

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				F
Lifting/carrying more than 50 pounds				F
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.)		P		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)		P		
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	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.

N/A

5. Supervisory Authority

This page must be completed if PCN **251013** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **251013** supervises or leads. Record **251013** '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 **251013** 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 251013 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 251013	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									