

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

DIVISION: DOT – Kotzebue Airport		PCN: 25-2129 (Position Description Attached)	
JOB CLASS/TITLE: Equipment Operator (J3/L)		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 52		DUTY STATION: Kotzebue Airport	
<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

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: T FIREARMS REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	WORK SCHEDULE: 40 hours TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO
---	--

PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: CDL history check DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS: <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>
--

CONTACT: Joleen Nash	PHONE NUMBER: 907-452-5024 FAX NUMBER: 907-456-1771 EMAIL ADDREDD: JOLEEN@LOCAL71.COM
-----------------------------	--

2. Duties

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

Performs airport and highway maintenance at a State maintenance station that includes a rural Part 139 certificated airport, Responsible for maintaining State highways, airports, seaplane floats, bridges, and docks in a safe and fully operable condition for use by the traveling public. Complies with all applicable FHWA, FAA, TSA, and State rules and regulations concerning maintenance and operations of highways and airports. 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: Airport Maintenance		
E/M	% of Time	Duty Statement
E	50 %	Perform airport maintenance, including: snow and ice control, blading, pavement repair, pavement marking, sweeping, lighting repair, sign 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, ARFF trucks, dump/plow trucks, sweepers, blowers, distributor trucks, graders, and loaders.

Functional Area Title: ARFF Duties		
E/M	% of Time	Duty Statement
E	20 %	Performs Aircraft Rescue and Fire Fighting (ARFF) duties in support of Part 139 operations. Perform ARFF stand-by duties, complete ARFF certification and medical evaluation/fit test requirements, and participate in ARFF training at station level. Maintain ARFF personal and crew equipment.

Functional Area Title: Runway Inspections		
E/M	% of Time	Duty Statement
E	20 %	Perform runway inspections; note and correct deficiencies. Ensure runways meet FAA certification standards in advance of Part 139 operations. Communicate with Flight Service Station by radio, issue NOTAMs when required. Conduct and report friction measurements on airport. Perform wildlife management duties, including proper identification of common species of wildlife and implementation of approved hazing methods. Report wildlife activity and hazing actions as required.

Functional Area Title: Airport Security Duties		
E/M	% of Time	Duty Statement

E	5 %	Perform airport security duties as required by Airport Security Program (ASP). Conduct security inspections of airport, including movement areas, SIDA, fences, and gates.
---	-----	--

Functional Area Title: Highway Maintenance		
E/M	% of Time	Duty Statement
E	5 %	Perform highway maintenance, including: snow and ice control, blading, pavement repair.

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.).

Word - Daily

Excel - Daily

Maintenance Management System - Daily

Grip Tester, laptop, program, and printer - Daily during winter

Desktop and Laptop Computers and Printers - Daily

Email - 1-2 times per month

Digital photo and video software

Web browser

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.).

-Light duty vehicles, heavy equipment, including trucks, plows, sanders, loaders, graders, dozers, backhoes, snow blowers, sweepers, distributor trucks, forklifts, ARFF vehicles, tar pots, and associated equipment.

-Self contained breathing apparatus.

-Tapley meters and grip testers, including associated software.

-Radios

-Firearms (used for hazing wildlife)

-Digital cameras

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.).

-FAA Part 139; FAA Advisory circulars

-TSA Part 1542

-Airport Certification Manual

-Airport Security Program, Airport Emergency Control Plan

-National Fire Code, NFPA, and International Fire Service Training Manual

-Alaska Traffic Manual, ADOT&PF Safety Manual, and Material Safety Data Sheets

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 airport and highway and determine corrective action, including methods, materials, and equipment
- Issue NOTAMs identifying hazards or unusual conditions
- Identify wildlife on airport and determine appropriate hazing actions
- Responsible for initial ARFF decisions during an airport emergency

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 has frequent contact (almost daily) with FAA Flight Service Station personnel and air carrier and air taxi personnel. Daily reporting of airport conditions are made to FAA FSS personnel and daily contacts are made with air carrier personnel to stay abreast of aircraft arrival and departure schedules. Almost daily contacts are made with other airport users to provide current airport conditions and to ensure airport safety and security measures are being followed. Daily contacts with airport users and the general public are made to relay airport operational information. FAA and TSA regulations require regular contacts with airport tenants in order to ensure leasing requirements are being complied with regarding safety and security issues. Quarterly fueling inspections are conducted with each airport fueler.

Yearly airport inspections are conducted by both FAA and TSA inspectors that require close communications by all airport personnel. In addition to scheduled yearly inspections, FAA and TSA conduct spot inspections where they can contact the incumbent directly regarding airport operations.

Almost daily contacts are made with airport contractors during airport construction activities.

Yearly contacts with PRISM and USFWS training personnel.

Infrequent contact with other Department personnel such as Right of Way, Engineering, Planning, SEF, Supply, and Construction. Some contact with resource agency personnel regarding various maintenance and construction permits.

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?

The consequence of error can be significant to individuals, the airport, and the Department. The incumbent serves as a first responder during an airport emergency. Failure to perform the required duties in an acceptable manner can result in death and/or injury to dozens of people during the emergency. The incumbent provides ARFF coverage to aircraft carrying over 100 passengers and their survival during an accident can depend on the actions of the incumbent.

The incumbent operates heavy equipment in the vicinity of multi-million dollar aircraft. Failure to operate the heavy equipment in a safe and controlled manner can result in significant damage to aircraft resulting in a significant financial liability to the Department.

Certificated airports operate under strict FAA and TSA operating guidelines as outlined in the airport certification and safety manuals. Failure to abide by the guidelines can result in written violations, monetary fines, and loss of the airport operating permit.

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.

Successful completion of fingerprint based Criminal History Records Check (CHRC).

Successful completion of medical evaluation and fit test for ARFF duties.

Ability to possess and handle firearms.

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 a Valid Class A CDL with endorsements in air brakes, tankers. Basic computer skills are desirable.

ETT (Emergency Trauma Treatment) training 40 hour course, ARFF training, including 40 hour course and medical evaluation and fit test for self contained breathing apparatus. Training in Managing Wildlife Hazards at Airports (Training provided after hire). Must be proficient at operating heavy equipment

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		P		
Bending or twisting				F
Squatting or kneeling			O	
Crawling			O	
Reaching above shoulder level				F
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				F
Pinching with fingers				F
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms			O	

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			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces				F
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			O	
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work in/exposure to cold water			O	
Work/live in remote field sites			O	
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)			O	
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				F
Work around moving mechanical parts				F
Work on and off moving equipment				F
Work on slippery or uneven surfaces			O	
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)		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			O	
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		P		

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.

Incumbent must pass the ARFF class and maintain currency in ARFF certification that requires mental and physical abilities to fight fires and perform incident commander responsibilities in the event of an aircraft accident. The potential to experience accidents with mass casualties (more than 100) is possible. Must maintain ETT Certification. Position must be able to read, understand, and apply complex federal and state regulations pertaining to airport and highway maintenance and operations. Position is subject to random drug and alcohol test. The incumbent may work/travel in boat/small aircraft/helicopters when attending a plane crash in the river, adjacent to the runway; or travel on the Yukon River while servicing a rural airport. Travel in small planes or helicopters is required to service rural airports.