

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency #

PART I - Position Information

1. Agency Name KS Dept. of Transportation	9. Position Number /K0	10. Budget Program Number
2. Employee Name (leave blank if position vacant)	11. Present Civil Service Title / FLSA code (if existing position) Engineering Technician Associate UNCL / Non-exempt (Engineering Technician Associate – working title)	
3. Division Operations	12. Proposed Civil Service Title	
4. Section District	For use by Personnel Office	
5. Unit Construction-Area	13. (a) Allocation	(b) FLSA code
6. Location (address where employee works) City: County:	14. Effective Date	
7. (Check appropriate items) Full time <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> 100% Part time Temp	15. By Approved	
	16. Audit Date: Date:	By: By:
8. Regular hours work: (check appropriate time) FROM: AM TO: /PM	17. Position Review Date: Date:	By: By:

Position

PART II -- Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?) (b) **If this is a request to reallocate a position**, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

To assist in administering construction contracts so that the work is performed per legal requirements and desired quality is achieved.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

Name	Civil Service Title	KDOT/SHARP Position Number / K0
------	---------------------	------------------------------------

20. a) How much latitude is allowed the employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail work assignments are made.

- (a) Employee is closely supervised with limited latitude for routine task.
- (b) Detailed instructions are given either verbally or written by supervisors.
- (c) Formal guidelines are provided by manual, specifications, SOM's, plans and contracts.

- (d) Check the statement which best describes the results of error in action or decision of the employee:
- Minimal property damage, minor injury and/or minor disruption of the flow of work.
 - Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
 - Major program failure, major property loss and/or serious injury.
 - Loss of life and/or disruption of operations of a major agency.

Give examples:

An error by this employee could result in loss of time/money for the State of Kansas, counties, cities, or contractors.

21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties:
What is the action being done (use an action verb)? To **whom** or **what** is the action directed (object of action)? **Why** is the action being done (describe the expected result or outcome)? ***How** is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

No. % E/M

Work assignments are received with specific instructions and objectives outlined by a professional/technical supervisor who reviews work for results obtained. The incumbent must have knowledge of and the ability to research KDOT manuals with minimal assistance.

- | | | | |
|----|----|---|--|
| 1. | 35 | E | Performs or assists other technicians or engineers in the performance of routine engineering tests in the laboratory or field, or inspection on construction projects for compliance with standard practice, specifications, plans and special provisions. This includes performing or assisting in Kansas test methods associated with construction inspection. |
| 2. | 25 | E | Assists in the calculation of contract quantities by performing simple computations as set forth in the Construction Manual and standard procedures such as plotting and figuring cross-sections. |
| 3. | 20 | E | Prepares or assists in the preparation of related documentation and reports as outlined in CMS Procedures and Documentation Manual. General computer skills necessary related to documentation, reports and/or CMS data entry, online training, registrations and other applications. |
| 4. | 15 | E | Receives required training as outlined in the Engineering Technician Training Manual as core requirements. |
| 5. | 5 | M | Performs other related duties as assigned including but not limited to assists with survey party. May operate survey equipment. Operates snowplow trucks (Class B CDL required) to fill-in at various locations, as needed. |

Employee serves as a trainee for a period of one year. They have one year to complete training courses to fulfill the requisite criteria to gain Engineering Technician status. During this year the employee must satisfactorily complete all requirements outlined in the Engineer Technican Progression Manual for the specific job path before promoting to Engineering Technician classification.

Due to the nature of the work, incumbent may be required to work additional hours when needed, including nights and weekends. Additional hours to be assigned by the supervisor depending upon the needs of the Agency.

E **Must be capable of performing the essential physical functions detailed in Section 28.**

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.

-
22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - Plans, staffs, evaluates, and directs work of employees of a work unit.
 - Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

Civil Service Title

KDOT / SHARP Position Numbers

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with KDOT employees and contractor personnel during project activities. Occasional contact with the public regarding specific concerns about a project.

24. What hazards, risks or discomforts exist in the job or work environment?

- Frequent exposure to extreme cold/heat wet/humid conditions.
- Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
- Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
- Works in traffic.
- Other: Possible exposure to radiation while handling the nuclear density gauge.

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily: Pickups, suburbans and/or cars. General office equipment including personal computer.

Frequently: Nuclear Density Gauge. Materials testing equipment

Occasionally: All surveying equipment. Dump truck with snow plow and spreader

For more specific information on equipment used regularly please see Section 28.

PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (see class specifications)

Minimum Requirements: High school diploma or equivalent.

27. SPECIAL REQUIREMENTS

a) Indicate any license, registration, certification, etc. required for this position:

- Professional Civil Engineer License
- Engineer in Training Certificate
- Survey License

CDL – Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire, unless the time is extended by the Senior Manager. Once a CDL is attained by the employee it must be maintained. Senior managers may determine the employee to be exempt from having to attain a CDL in accordance with SOM 2.1.9. If exempted by Senior Manager, a valid Driver’s License is required. **(This statement is for CDL positions other than Equipment Operators.)**

Other: **Certified Inspector** Employee in this position must maintain Certified Inspection certifications under KDOT CIT Program as outlined in Engineering Technician Progression Manual for the specific job path and any additional as outlined by Senior Manager.

b) List preferred education or experience that may be used to screen applicants.

28. ESSENTIAL PHYSICAL FUNCTIONS/DUTIES – duties that are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties that are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. **All job duty physical demands are essential physical functions of this position and the employee must be able to perform them.**

Definition of Frequency:

Occasional = 1-33% (1 – 100 reps)

Frequent = 34-66% (101 – 500 reps)

Continuous = 67 – 100% (500+ reps)

Job Duty	Job Duty Physical Demands/Comments	Weight/Force	Frequency
Test Concrete	Stand – To test mixture at standing work station	N/A	Occasional
	Forward Bend Stand – To roll Rolla-meter on 37” table or on the ground for 1 minute per mixture	N/A	Occasional
	Forward Bend/Crouch/or Kneel – Up to 2 ½ minutes; to fill the slump	N/A	Occasional
	Floor- Shoulder Lift – From floor to shoulder height; to shake Rolla-meter (20” 1x8” diam) w/mixture.	38 lbs	Occasional
	12” – Knuckle Lift – 12” handle height – 5” height; to weigh .25 cubic ft. bucket of mixture on the scale..	45 lbs	Occasional
	One-handed Lift – From 12”-39” Height; to remove cylinder (6”x4”) from water tank	10 lbs	Occasional
	Vertical Pull 100 lbs. – 12” – knuckle height; to remove wheel barrow full of concrete outdoors on uneven terrain. (Requires multiple loads 50 lbs. maximum per load or a two person lift).	50 lbs	Occasional
Test Aggregate and Soils	Stand – To test aggregate and soils at various testing areas	N/A	Frequent
	Walk – To work various testing areas	N/A	Occasional
	Sit - There are opportunities throughout the day to sit while waiting for tests to finish	N/A	Occasional
	Floor- Knuckle Lift 100 lbs. –From floor to 32” high; to place bags of aggregate/soil from the ground to the tailgate (Requires multiple samples, 50 lbs. maximum per bag)	50 lbs	Occasional
	Other – Repetitive Upper Extremity use; shaking sieve for sifting, ‘stirring’ soil for breakdown at 45” and 55” heights (work surfaces)	5 lbs	Occasional
	Carry – 15 feet; to transport pan of aggregate from fan area to the sieve/work station	10 lbs	Occasional
Collect and Test Asphalt	Stand – To test asphalt	N/A	Frequent
	Walk – To work various testing areas	N/A	Occasional
	Sit – There are opportunities throughout the day to sit while waiting for tests to finish	N/A	Occasional
	One-handed Lift – From 12” – 39” high; to remove cylinder (6”x4”) from water tank	10 lbs	Occasional
	Knuckle – Shoulder Lift – Up to 48” high; to use various testing equipment such as breaking head, mixing bowl & materials, molds w/samples, etc.	25 lbs	Occasional
	12” Knuckle Lift – 8” to 31” high; to use the gyratory mold	35 lbs	Occasional
	Horizontal Lift – At 37” high; to use various testing equipment & materials such as gyratory mold w/sample	50 lbs	Occasional
	12” – Waist Lift 80 lbs. – 12” – 33” high; to move cooler of asphalt from the ground onto the back of the pickup. (Requires multiple loads, 40 lb maximum or two person lift)	40 lbs	Occasional
A SS re ga 3	Sit – In pickup; to drive to various locations	N/A	Frequent

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
	Stand – On uneven terrain, outdoors (including extreme weather); to collect samples	N/A	Frequent
	Forward Bend Stand – To collect samples from various levels	N/A	Occasional
	Walk – On uneven terrain, outdoors (including extreme weather conditions); to access the samples	N/A	Occasional
	Floor-Shoulder Lift – Floor – 54” high; to collect crushed sample from conveyor into sample pan	15 lbs	Occasional
	Floor-Knuckle Lift – Floor-self-select height; to collect gradation and quality samples by running through the stream several times; (3-4 x/month); then place in back of pickup @ 33” high.	50 lbs	Occasional
	Carry – Up to 50 feet; to bring bag of samples from conveyors to the vehicle	50 lbs	Occasional
	Floor-Knuckle Lift 80 lbs. – Floor – 33” high; to load bags full of aggregate samples to/from the back of the pickup. (Requires multiple samples, 50 lb maximum per bag)	50 lbs	Occasional
Test Pavement Density	Sit – In pickup truck; to drive to various locations	N/A	Frequent
	Stand –Outdoors (including extreme weather); to test pavement density	N/A	Frequent
	Walk – Outdoors (including extreme weather conditions); to access various areas to be tested	N/A	Occasional
	Floor-Knuckle Lift 80 lbs. –Floor – 33” high; to move the nuclear meter (& box) in/out of back of pickup. (Requires a two person lift).	50 lbs	Occasional
	Carry 80 lbs. – Up to 25 feet; to bring the nuclear meter (& box) to/ from the pickup and test area. (Requires a two person lift).	50 lbs	Occasional

Snow and Ice from the Roadway	Sit: in vehicle (dump truck); to plow the roadways	N/A	Occasional
	Floor to Shoulder Lift: floor to 42” ht.; to hook plow to stinger connection	40 lbs.	Occasional
Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequenc y
Operate a Dump Truck	Sit: to drive the vehicle	N/A	Occasional
	Climb Step: 3 Step; 20”, 18”, & 10” with a grab bar 58” ht.; to climb in and out of cab of vehicle	N/A	Occasional
	Vertical Ladder Climb: 5 Steps; 12” each with a grab bar 76”	N/A	Occasional
	Bilateral Hand Coordination: low-moderate demand; to use the steering wheel & hand controls	N/A	Occasional
	Other: to operate foot controls	N/A	Occasional
Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequenc y
Operate a loader	Sit: to drive the vehicle	N/A	Occasional
	Rotational Sit: to view the surrounding area while driving the loader	N/A	Occasional
	Climb: 20” highest step, with grab bar available; to climb in and out of the cab of the loader	N/A	Occasional
	Bilateral Hand Coordination: low-moderate demand; to operate hand controls	N/A	Occasional
	Other: to operate foot controls	N/A	Occasional

PART IV -- Signatures

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date