DA 281-2 (Special) State of Kansas Department of Administration
Rev. 1-97 (KDOT) **DIVISION OF PERSONNEL SERVICES**

Position Description

Generic Unclassified PD - Last Updated 07/15

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 #

Position

PART I - Position Information

1. Agency Name KS Dept. of Transportation	9. Position Number **04-03-08-804 / K0235693**	10. Budget Program Number **9917**
2. Employee Name (leave blank if position vacant)	11. Present Civil Service Title / FLSA code (if existing position) **Engineering Associate UNCL / Non-exempt** (Engineering Associate I – working title)	
3. Division **Operations**	12. Proposed Civil Service Title	
4. Section **District 4**	**For use by Personnel Office**	
5. Unit **Construction-Area___ 3_____**	13. (a) Allocation	(b) FLSA code
6. Location (address where employee works) City: Independence County: **Montgomery**	14. Effective Date	
7. (Check appropriate items) Full time **X** Regular **X** 100% Part time Temp	15. By 16. Audit Date: Date:	Approved By: By:
8. Regular hours work: FROM: 8:00 AM TO: 4:30 PM	17. Position Review Date: Date:	By: By:

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 administer construction contracts, thereby assuring 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**
Darrin Petrowksy	**EA/ PC II**	**04-01-00-803/ K0228768**

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) Sufficient latitude to perform and complete assigned duties and tasks under close supervision.
b) Instructions and assignments will usually be explicit as to duties and tasks to be performed.
c) Written and formal guidelines are provided by manuals, contracts, specifications and plans.

(d) Check the statement which best describes the results of error in action or decision of the employee:
(X) 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:

Error in action or decision could result in disruption or delays in construction completion or the acceptance or inferior workmanship or substandard materials, creating the potential for decreased project life.

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	
1.	45	E	Performs on site inspection of contractor's operations, equipment, construction signing, safety measures, EEO procedures and wage rate sufficiency's, reviews procedures and inspection techniques at sources of supply and distribution of materials incorporated into projects and reviews adequacy of design material combinations.
2.	20	E	Assists with the activities of technical crews on assigned projects as an engineer-in-training. Such crews will be charged with the inspection of materials and construction operations in order to insure that the intent of the plans and specifications are carried out.
3.	15	E	Prepares all necessary field books and prepare computations to substantiate all plan quantities.
4.	10	E	Prepares periodic and final reports such as contractor's payment vouchers, weekly contractors report, log of pile driving, etc.
5.	10	M	Coordinates communication with Construction Managers/Coordinators, Utility Coordinators, Construction Surveyors and/or Contractor in order to insure proper flow and sequence of operations. Work is reviewed frequently by technical and professional supervisors for adherence to written, oral or published guidance and instructions. **Due to seasonal work, incumbent may be required to work additional hours including nights and weekends. Additional hours will 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?

Frequent contacts are made with other employees, contractors, public officials, the general public and landowners.

24. What hazards, risks or discomforts exist in the job or work environment?
(X) Frequent exposure to extreme cold/heat wet/humid conditions.
(X) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
(X) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
(X) Works in traffic.
(X) Other: Possible exposure to radiation while handling the nuclear meter.

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

Daily - Pickup, automobile/suburban and general office equipment.

Frequently - Material test equipment.

Occasionally - Survey equipment.

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

PART III -- Education, Experience and Physical Requirements

26. **REQUIRED CLASS SKILLS**

Bachelor's degree in engineering.

27. **SPECIAL REQUIREMENTS**

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

( ) Professional Civil Engineer License
(X) Engineer in Training Certificate (within one year of date of hire)
( ) Survey License
( ) CDL - Employee must attain a Commercial Driver's License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. **(This statement is for Equipment Operator positions.)**
( ) CDL - Employee must attain a Commercial Driver's License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. **(This statement is for CDL positions other than Equipment Operators.)**
(X) Other **Valid Driver's license**.

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 text 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" diameter) w/mixture for 1 ½ minutes per mix.	38 lbs.	Occasional
	One-handed lift – From 12" to 39" height, to remove cylinder (8"x4") from water tank.	10 lbs.	Occasional
	Vertical Pull – 12" to knuckle height. To remove wheel barrow full of concrete outdoors on uneven terrain.	100 lbs.	Occasional
	12" – knuckle lift – 12" handle height – 5" height, to weigh the bucket of mixture on the scale, up to 3x/shift.	80 lbs.	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
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 – From Floor to 32" height, to place bag of aggregate/soil from the ground to the tailgate.	100 lbs.	Occasional
	Other – Repetitive Upper Extremity use; Shaking sieve for sifting, 2-5 minutes 90x/day, stirring soil for breakdown at 45" and 55" heights (work surfaces).	5 lbs	Frequent
	Carry - 15 feet, to transport pan of aggregate from fan area to the sieve/work station.	10 lbs.	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
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
	Knuckle to Shoulder Lift –Up to 48" height, to use various testing equipment such as breaking head, mixing bowl & materials, molds with samples, etc.	25 lbs.	Occasional
	12" to Knuckle lift – 8" to 31" height, to use the gyratory mold.	35 lbs.	Occasional
	One-handed lift – From 12" to 39" height, to remove cylinder (8"x 4") from water tank.	10 lbs.	Occasional
	Horizontal lift – At 37" height, to use various testing equipment and materials such as gyratory mold w/ sample.	50 lbs.	Occasional
	12"to Waist Lift – 12" to 33" height, to move cooler of asphalt from the ground onto the back of the truck.	80 lbs.	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Collect Aggregate Samples	Sit – In pickup truck, to drive to various locations.	N/A	Frequent
	Stand – On uneven terrain, outdoors (including in 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 in extreme weather), to access the samples.	N/A	Occasional
	Floor – Shoulder Lift - Floor- 54" height,, to collect crushed samples 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 truck at 33" height.	50 lbs.	Occasional
	Carry – Up to 50 feet, to bring bag of samples from conveyors to the vehicle.	50 lbs.	Occasional
	Floor – Knuckle Lift - Floor- 33" height, to load bag full of aggregate samples to/from the back of the pickup truck.	80 lbs.	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
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), to access various areas to be tested.	N/A	Occasional
	Floor – Knuckle Lift - Floor to 33" height, to move the nuclear meter (and box) in/out of the back of the truck.	80 lbs.	Occasional
	Carry – Up to 25 feet, to bring the nuclear meter (and box) to/from the truck and test area.	80 lbs.	Occasional

PART IV -- Signatures

Signature of Employee Date Signature of Personnel Official Date

Signature of Supervisor Date Signature of Appointing Authority Date