

Position Description

KDOT Generic Unclassified - Last Updated 08/21

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 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 Field Operations	12. Proposed Civil Service Title	
4. Section District 4	For use by Personnel Office	
5. Unit Construction-Area	13. (a) Allocation	(b) FLSA code
6. Location (address where employee works) City: Independence County: MG	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: FROM: 8:00 AM TO: 4:30 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 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
	Area Engineer	04-03-00-810/K024462

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.

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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
- 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 90 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 90 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.)**
- 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 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" diameter) w/mixture.	38 lbs.	Occasional
	One-handed lift – From 12" to 39" height, to remove cylinder (6"x4") from water tank.	10 lbs.	Occasional
	Vertical Pull 100 lbs. – 12" to knuckle height. To remove wheel barrow full of concrete outdoors on uneven terrain.(Requires multiple loads, 50 lbs maximum per load or two person lift).	50 lbs.	Occasional
	12" – knuckle lift– 12" handle height – 5" height, to weigh .25 cubic ft. bucket of mixture on the scale, up to 3x/shift.	45 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 100 lbs. – From Floor to 32" height, to place bag of aggregate/soil from the ground to the tailgate. (Requires multiple loads, 50 lbs. maximum per load or two person lift.).	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

