

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services. CHECK ONE: <input type="checkbox"/> NEW POSITION <input type="checkbox"/> EXISTING POSITION					Agency Number  <b>276</b>					
<b>Part 1 - Items 1 through 12 to be completed by department head or personnel office.</b>										
1. Agency Name <b>KDOT</b> <b>Kansas Department of Transportation</b>		9. Position No. <b>K0241507 /</b> <b>05-05-08-800</b>	10. Budget Program Number 9917		Position Number					
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Engineering Technician (UNCL/NE) <b>Construction Office Coordinator (ETA)</b> (working title)								
3. Division Field Operations		12. Proposed Class Title								
4. Section District Five	For  Use  By  Personnel  Office	13. Allocation								
5. Unit Construction – Area Five		14. Effective Date								
6. Location (address where employee works) City: Wichita      County: Sedgwick		15. By	Approved							
7. (circle appropriate time) Full time X      Perm. X      Inter. Part time      Temp.      %		16. Audit Date:                      By: Date:                      By:								
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM TO: 4:30 PM		17. Audit Date:                      By: Date:                      By:								
<b>PART II - To be completed by department head, personnel office, or supervisor of the position.</b>										
18. 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 changed the duties and responsibilities of the position: Assists construction personnel in executing the continuous flow of paperwork and documentation necessary to administer contracts.										
19. Who is the supervisor of this position? (Person who assigns work, gives directions, answers questions and is directly in charge)? Who evaluates the work of an incumbent in this position?										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Name</th> <th style="width: 40%;">Title</th> <th style="width: 30%;">Position #</th> </tr> <tr> <td>Hideki Fields</td> <td>Construction Engineer Assoc (EA III)</td> <td>K0227073 / 05-05-08-803</td> </tr> </table>		Name	Title	Position #	Hideki Fields	Construction Engineer Assoc (EA III)	K0227073 / 05-05-08-803			
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Hideki Fields	Construction Engineer Assoc (EA III)	K0227073 / 05-05-08-803								
20. a) How much latitude is allowed for 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 assignments are made. a) Sufficient latitude to complete limited technical duties following specified standard practices and procedures. b) Detailed instructions are given either verbally or written by supervisors. c) Formal guidelines are provided by manual, specifications, SOM's, plans and contracts.										

21. Describe the work of this position using the page or one additional page only.

No. %	E or M	Work assignments are received with general instructions and objectives outlined by a professional/technician supervisor who reviews work for results obtained.
25	E	Coordinate preparation and submission of weekly construction reports, notification of working days charged, log of pile driving and weekly surfacing reports. Collect and transfer data from source documents to update the Construction Management System (CMS) for the review and generation of contract reports. Coordinate finalization of projects through navigation in CMS.
20	E	Maintain a system of office management that insures that all necessary forms and reports are submitted. Prepare documents using Microsoft Office software and KDOT Forms Warehouse for the Construction Engineer.
15	E	Coordinate preparation and submission of Contractor's monthly and Semi-monthly payment vouchers, change in plans and force account statements. Check and maintain records on wage rates, contractor payrolls, affidavits, and EEO Reports.
15	E	Coordinate the preparation and submission of all required computations, recapitulations and documentation necessary to process change orders and complete final payment to the contractor. Review materials certifications to assure all materials incorporated into the project have been properly tested and accepted. Assist Construction Engineer with any research duties as assigned to resolve materials documentation issues on CMS reports.
15	E	Maintain and update a complete functional filing system for all office records. Coordinate preparation and submission of completed construction plans and combined construction files for all assigned projects.
5	M	Submit payroll confirmations, equipment time and employee time distribution reports and travel expenses as required. Screens and refers callers and visitors. Provide information on services and functions or makes referral to the appropriate personnel. Operates snowplow trucks (Class B CDL Required) to fill-in at various locations, as needed.
5	M	Perform other related work as assigned. General computer skills necessary related to documentation, reports, and CMS data entry, online training, registrations and other applications. Participate in schools and assists in monitoring LPA projects.
		<b>Due to the nature of the work, incumbent may/will be required to work additional hours when needed, including nights and weekends. Additional hours will be assigned by the supervisor depending upon the needs of the agency.</b>
	E	<b>Must be capable of performing the essential physical functions detailed in Section 28.</b>

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation for qualified people 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 names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position #

23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☒ Moderate loss of time, injury, damage or adverse impact on the health and welfare of others.
- ☐ Major program failure, major property loss, or serious injury or incapacitation.
- ☐ Loss of life, disruption of operations of a major agency.

Please give examples.

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

24. 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.

25. What hazards, risks or discomforts exist on the job or in the 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.

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

Daily: Pickups, suburban's and/or cars. General office equipment including personal computer.

Frequently: Nuclear Density Gauge. Materials testing equipment

Occasionally: All surveying equipment. Dump truck with snowplow and spreader

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

### **PART III - To be completed by the department head or personnel office**

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education or Training - special or professional

Licenses, certificates, and registrations

**CDL** – Employee must attain a Commercial Driver's License with required endorsements or options within 90 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.)**

**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.

Special knowledge, skills, and abilities

Experience - length in years and kind

## 28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

**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 workstation.	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 wheelbarrow 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 – 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/workstation.	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 (6"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” 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

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Collect Aggregate Samples	Sit – In pickup, 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 pickup 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 bags full of aggregate samples to/from the back of the pickup. (Requires multiple loads, 50 lb maximum per bag).	50 lbs.	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Test pavement density	Sit- In pickup, 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 pickup. (Requires a two-person lift).	50 lbs.	Occasional
	Carry – Up to 25 feet, to bring the nuclear meter (and box) to/from the pickup and test area. (Requires a two-person lift).	50 lbs.	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Remove Snow & Ice from Roadway	Sit – to plow roadways sitting in vehicle	N/A	Continuous
	Floor – Shoulder Lift – to hook plow to stinger connection at 54” high	40 lbs	Occasional
	Vertical Push/Pull – using a cheater bar to tighten down the salt hopper in the back of the dump truck at 54” high	60 lbs	Occasional
	Floor – Shoulder Lift – to load a (48” X 8”) snowplow blade in/out of the back of a dump truck at 56” high to replace a blade	90 lbs	Occasional
	Carry – to bring blade to/from the truck to the plow approximately 50 feet	90 lbs	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Operate a Dump Truck	Sit – to drive the vehicle	N/A	Occasional
	Climb Step – 3 steps; 20”, 18”, & 10” with a grab bar 58” high, to climb in/out of cab of vehicle	N/A	Occasional
	Vertical Ladder Climb – 5 steps; 12” each with grab bar @ 76” high	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to use the steering wheel & hand controls	N/A	Occasional
	Other – operate foot controls	N/A	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
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
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Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or  
Appointing Authority

Date