

# 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:  NEW POSITION  EXISTING POSITION

Agency  
Number

276

**Part 1 - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name <b>KDOT</b> <b>Kansas Department of Transportation</b>		9. Position No. <b>K0000000 /</b> <b>00-00-00-000</b>	10. Budget Program Number 9917	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Engineering Technician Assoc (UNCL/NE)	
3. Division Field Operations			12. Proposed Class Title	
4. Section District	For Use By Personnel Office	13. Allocation		
5. Unit Construction – Area		14. Effective Date		
6. Location (address where employee works) City: County:		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:		

Position  
Number

**PART II - To be completed by department head, personnel office, or supervisor of the position.**

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:

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 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?

Name	Title	Position #
		K0000000 / 00-00-00-000

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) Employee is closely supervised with limited latitude for routine task.
- b) Detailed instructions are given either verbally or written by supervisors.
- c) Work assignments are received with specific instructions and objectives outlined by a professional/technical supervisor who reviews work for results obtained. 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	
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 AWP Procedures and Documentation Manual. General computer skills necessary related to documentation, reports and/or AWP 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. Operates snowplow trucks (Class B CDL required) to fill-in at various locations, as needed.
5. 05%	M	Performs other related duties as assigned including but not limited to assists with survey party. May operate survey equipment.  <b>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.</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 text 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

