DA 281-2
Rev. 4-13

State of Kansas - Department of Administration
OFFICE OF PERSONNEL SERVICES

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 **KDOT** **Kansas Department of Transportation**	9. Position No. **K0230968 /** **05-02-08-803**	10. Budget Program Number 9917	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Construction Eng Assoc (EA III) (UNCL/NE)	
3. Division Field Operations		12. Proposed Class Title	
4. Section District Five	For	13. Allocation	
5. Unit Construction – Area Two	Use	14. Effective Date	Position Number
6. Location (address where employee works) City: El Dorado County: Butler	By	15. By / Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. 100%	Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 4:30 PM	Office	17. Audit Date: By: Date: By:	

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 administer numerous construction contracts thereby assuring 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 #
Scott Koopmann	PCE II (Area Engineer)	K0225014 / 05-02-00-803

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) The employee will be given considerable latitude to complete the technical, administrative and supervisor duties.
b) Instructions to complete work assignments are broad in nature and employee is expected to use own judgment within the technical guidelines provided by Standard Specifications, Contract Special Provisions and Plans, Documentation Manual, Standard Operating Manual, Construction Manual, District Policy, Sign Manual, Survey Manual, and Design Manual.
c) Assignments will normally be given orally. Work is reviewed for results accomplished rather than scrutinized for accomplishment methods.

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

No. %	E or M	**It is expected that the person in this position will provide effective leadership to their assigned work unit. This includes such things as leading by example, providing performance objectives, midyear performance feedback discussions, timely performance reviews, coaching and counseling, discipline, and providing employee development opportunities for employees under your supervision.**
1. 35%	E	Provides engineering guidance and administration for the construction of highway and related construction projects. Interprets specifications, plans, and special provisions to project personnel. Conducts preconstruction conferences with contractors, utilities, county and city engineers to discuss potential problem areas. Coordinates construction schedules of all concerned for the timely completion of highway projects.
2. 25%	E	Supervises other engineering associates and engineering technicians in the administration of contract provisions for highway construction work. Resolves conflicts between contractors and project personnel as to the intent of the plans and specifications.
3. 20%	E	Performs routine office duties consisting of the review and approval of numerous project reports, pay estimates, documentation procedures, personnel payrolls and reports, equipment, etc. Many of these office tasks will involve the use of a personal computer and networking system.
4. 10%	E	Meets and confers with utility owners, general public and other agencies to coordinate their interests in DOT projects, such as Kansas Dept. of Health and Environment, monitors the air pollution of hot mix plants and the contamination of streams from run off.
5. 05%	E	Provides engineering supervision of field surveys, project design, plan preparation and other duties as assigned.
6. 05%	E	Directs the training of personnel under his/her supervision and encourages self-development and achievement of these employees. Work is periodically reviewed by the area engineer and district staff for engineering soundness and satisfactory completion of assigned projects. Work is reviewed for compliance with supervisor's guidance and approved written standards, procedures, policies, specifications and safety requirements. **Due to seasonal work, incumbent may be required to work additional hours 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 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.
(X) 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 #
	Engineering Technician	05-02-08-107 / K0043736
	Engineering Technician Supervisor	05-02-08-806 / K0233438
	Engineering Technician Senior	05-02-08-810 / K0236772
	Engineering Associate I	05-02-08-807 / K0246399

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.
(X) Major program failure, major property loss, or serious injury or incapacitation.
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform prescribed duties could result in substantial monetary losses and/or cause hazardous conditions to exist on the highway system which could lead to a possible tort liability on construction projects.

24. 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 public and landowners. Contractors are for the purpose of administration of highway and bridge contracts, instruction to employees, public relations, inspections, etc. Occasional contact made with maintenance personnel to coordinate activities.

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

26. 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.
Occasionally - Survey equipment.
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 <u>minimum</u> 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

Minimum Requirement: Fundamentals of Engineering (FE) certificate or an Engineer in Training (EIT).
Valid Driver's License

Special knowledge, skills, and abilities

Experience - length in years and kind

Minimum Requirement: Four years of direct experience in engineering.
Preferred Requirement: Extensive experience in the administration of highway construction projects.
Experience in supervising engineers/engineering technicians.

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% (IOI -500 reps) Continuous= 67- 100% (S0o+ 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

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

Signature of Employee Date

Signature of Personnel Official Date

Signature of Supervisor Date

Signature of Agency Head or Appointing Authority Date