

# 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 #  
**276**

## PART I - Position Information

1. Agency Name KS Dept. of Transportation	9. Position Number <b>05-03-00-804 / K0229815</b>	10. Budget Program Number <b>0130</b>	Position #
2. Employee Name (leave blank if position vacant)	11. Present Civil Service Title/FLSA code (if existing position) <b>Professional Civil Engineer UNCL / Exempt</b> (Professional Civil Engineer II – working title) <b>(Area Engineer – position title)</b>		
3. Division <b>Field Operations</b>	12. Proposed Civil Service Title		
4. Section <b>District Five</b>	For use by Personnel Office		
5. Unit <b>Area Three</b>	13. (a) Allocation	(b) FLSA code	
6. Location (address where employee works) City: <b>Winfield</b> County: <b>Cowley</b>	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: By: Date: By:	
8. Regular hours of work: FROM: 8:00 AM TO: 4:30 PM	17. Position Review Date: By: Date: 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.  
Provides professional administrative management and direction of all phases of construction, maintenance, fiscal, and personnel matters in a designated Area. The AE represents KDOT with cities, counties and local citizens.
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     |
|---------------------|---|--------------------------------|
| <b>Nick Squires</b> | <b>Unclassified Manager/Administrator<br/>(District Engineer)</b> | <b>05-00-00-801 / K0216383</b> |
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) Considerable latitude in coordinating the administration, maintenance, and construction activities within the Area.
- b) Assignments are received in broad outline and require independently organizing the work and monitoring the work to affect an efficient function within the Area.
- c) Instructions, methods, and deadlines given for use in carrying out responsibilities are in the form of plans, specifications, various manuals, and memorandums from headquarters and the district.
- d) Check the statement which best describes the results of error in action or decision of the employee:
- ☐ 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:

Errors in judgment could lead to loss of life (improper signing), liability suits against the agency, and loss of federal aid. Employee's decisions require making commitment for KDOT in many cases. An error in forecast for materials, manpower, and equipment needs, or an error in developing cost estimates could seriously delay the construction or maintenance needs for highways and bridges.

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

			<b>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 their supervision.</b>
1.	20	E	<u>Oversee Maintenance Activities in the Area.</u> Directly responsible for the maintenance of state highway and KDOT property in the area. Delegate day to day management duties to others on the Area team to assure that decisions are made at the lowest possible level. Provides professional engineering judgment in the use of state equipment and personnel in the maintenance of state highway facilities. Responds effectively to the needs of the public relating to the maintenance of the highways. Reviews permits for conformance to KDOT standards relating to highway access and utilities.
2.	20	E	<u>Oversees Construction Activities in the Area</u> Directly responsible for the administration of construction contracts in the area. Delegate day to day management duties to others on the Area team to assure that decisions are made at the lowest possible level. Provides professional engineering judgment in determining the proper course of action on construction projects. Provides training for state engineers and engineering technicians in the proper decision making processes relating to construction inspection. Helps resolve construction impasses between contractors and inspectors. Will keep the public informed of project status and any inconveniences due to construction.
3.	15	E	<u>Management and Supervisory Responsibility</u> Directly responsible for the supervision of Construction Engineers, 1 Maintenance Superintendent, and 1 Area Office Manager. Indirectly supervises the remaining workforce in the area. Provides performance evaluations for employees directly supervised and reviews performance evaluations for the employees in the area. Provides guidance to supervisors in personnel related matters. Reviews hiring of personnel and disciplinary actions of personnel.
4.	15	E	<u>Meets with Local Government Officials</u> Meets with local government officials to address their needs in relation to the state highway system. Provides guidance to transportation programs available for use by city and county governments. Primary contact for local units of government for issues relating to KDOT. Attends periodic city and county public meetings to monitor activities related to KDOT.
5.	10	E	<u>Project Development</u> Assists KDOTs Bureau of Design in developing scope for state highway projects. Attends public meetings and field checks in development of project plans. Assists in the acquisition of property for the right of way through condemnation hearings. Coordinates project related information and any special event information with the District Public Affairs Manager/Community Affairs Manager.
6.	10	E	<u>Training</u> Attends training pertinent to the proper performance of the duties assigned. Provides training to subordinates and peers.
7.	5	E	<u>Provides Administration Oversight</u> Provides guidance to the administrative personnel in the Area for fiscal functions, including purchases, vendor payments, capital and consumable inventories to assure agency guidelines are followed. (Provides supervision and guidance for fiscal functions of the area. Monitors purchases, vendor payments, capital and consumable inventories to assure agency guidelines are followed.)
8.	5	M	<u>Other Duties as Assigned</u> Performs other duties as assigned from District Engineer.
		E	<b>Must be capable of performing the essential physical functions detailed in Section 28.</b>
			<b>Supervision of this position is by the District Engineer. Work is checked and reviewed through written and computer reports and field inspection. Supervision is not close.</b>

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, evaluate, and direct 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	DOT / SHARP Position Numbers
Highway Maintenance Superintendent	05-03-00-805 / K0224866
Engineering Associate III	05-03-08-806 / K0240015
Administrative Specialist	05-03-00-806 / K0239393

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23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The Area Engineer is the primary contact for KDOT to the local population. The primary purpose for the contact is to establish free flowing, two way communication between KDOT and the traveling public, local land owners, public officials, federal and local authorities, contractors and any other interested parties to gather information, provide technical information, and address concerns. The ability to communicate effectively will greatly influence the public opinion of KDOT.

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24. What hazards, risks or discomforts exist in the job or 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, gasses, dust, and/or poor ventilation.
- ☒ Works in traffic.
- ☒ Other: Frequent travel and sites with working equipment.

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

General office equipment – daily  
Computers - daily  
Automobile - daily  
Visual aid equipment - occasionally  
Survey equipment - occasionally  
Camera – occasionally

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

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**PART III -- Education, Experience and Physical Requirements**

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**26. REQUIRED CLASS SKILLS**

Professional Engineering License recognized by the Kansas Board of Technical Professions and six years of experience in engineering.

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**27. SPECIAL REQUIREMENTS**

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

- ☒ Professional Civil Engineer License
- ☐ Engineer in Training Certificate
- ☐ 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.

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**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
Complete computer work / Attend meetings	Sit - At a seated computer workstation Attending meetings/ planning.	N/A	Continuous
	Stand - To use printer, fax, scanner, file, etc.	N/A	Occasional
	Walk - To access printer, fax, scanner, etc.	N/A	Occasional
	Bilateral Hand Coordination - To use computer keyboard and mouse. To handwrite notes, etc.	N/A	Frequent
	Reach, above shoulder - To access binders on shelves over desk (height of 54").	N/A	Occasional
	Crouch or bend – To access files out of bottom file cabinets.	N/A	Occasional
	Lift, floor to waist - To access files out of bottom file cabinets (<5 lbs).	2 lbs	Occasional
	Lift, Waist to shoulder – To access the heaviest binders on shelves over the desk. (30 to 54")	7 lbs	Occasional

**PART IV -- Signatures**\_\_\_\_\_  
Signature of Employee\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Personnel Official\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Supervisor\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Appointing Authority\_\_\_\_\_  
Date