

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. K0247111 / 00-42-00-806	10. Budget Program Number 2765104200
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position)	
3. Division Safety	12. Proposed Class Title Industrial hygienist Technician, Unclass, non-exempt	
4. Section	For	13. Allocation
5. Unit	Use	14. Effective Date
6. Location (address where employee works) City: TBD County: TBD	By	15. By Approved
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. Inter. Part time Temp. 100%	Personnel	16. Audit Date: By: Date: By:
8. Regular hours of work: (circle appropriate time) FROM: 7:30 AM To: 4:30 PM	Office	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:

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 #
Tammi Clark	Public Service Executive	K0225253 / 00-42-00-801

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) Considerable latitude is allowed for independent judgement in review for results achieved.
- b) Employees will implement work set in guidelines in KDOT SOMs, OSHA Regulations, and Workers Compensation guidelines.
- c) Assignments are given both orally and written by the Industrial Hygiene Coordinator

21. Describe the work of this position using the 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 (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for? **Number Each Task and Indicate Percent of Time and Identity 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 and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No.	%	E or M	
25		E	Conduct ergonomic assessments and evaluations on employees' workstations that spend 4 or more hours working at a desk daily. Develop and maintain program management, policies and training to reduce ergonomic exposures.
25		E	Preforms environmental inspection and audits of facilities, mixing strips, lagoons and environmental conditions and hazardous waste generated on KDOT Property to include Highway systems. Assist and advise Districts on compliance with EPA state and local regulations and environmental issues. Preforms environmental audits and written reports on ROW acquisition and KDOT Renovation.
20		E	Oversee employee health of staff located within their assigned districts. Duties will include reviewing and auditing hazards that include Physical, Biological, Chemical, Ergonomic and Radiological. Using process management, direct reading instruments, sampling pumps and devices to determine levels of exposure to known and unknown hazards, then interpreting those findings and developing programs or implementing PPE to reduce employee exposure.
10		E	Assists with assessments of workplace incidents and environmental conditions when requested. Then develops an assessment report from those findings, with recommendations for correction, reduction and elimination of those exposures. Develop training to educate and improve the safety and health of employees located throughout their assigned districts.
5		E	Assist with the development and implementation of industrial hygiene safety programs and training for employees. Conduct air, water, soil, and surface sampling for hazardous substances. Assists with updating, developing and maintaining all written programs/procedures to establish compliance with ASHARE, OSHA, MSHA, NIOSH, AIHA, ACGIH, EPA and State and local Government regulations. To include oversight and maintenance of exhaust controls and system.
5		E	Confirm that employees comply with chemical labeling, housekeeping, handling and disposal of hazardous waste and materials by current regulations. By performing random inspections to verify that waste materials and chemicals are properly handled/disposed of according to federal and state regulations.
5		M	Coordinate and/or perform Defensive Driving, First Aid/CPR, Hazardous Waste Generator and other safety training for KDOT employees. Maintain accurate and up-to-date records for assigning and completion of training classes in the Learning Management System (LMS).
5		M	Complete other duties as assigned.
		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.
() 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 #
		K0000000 / 00-00-00-000

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.

Errors at work could potentially result in severe injury, health or wellbeing of other employees. The results could potentially delay State highway operations and projects and possibly affect the traveling public.

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

This position will have constant contact with KDOT management and employees. It will require occasional contact with district staff, other bureaus, the department of labor and vendors of personal protective equipment.

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: Intense work until programs become established.

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

Vehicle – Weekly
Copy Machine – Daily
Personal Computer – Daily
Telephone - Daily

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 – General

Education or Training - special or professional

A basic understanding of safety, chemistry and biology. Demonstrates attention to detail along with clear written and verbal communication skills. A willingness to learn and grow to meet the needs of the agency.

Licenses, certificates, and registrations

Valid Driver's License

OSHA General and Construction Certification within first year of employment

Special knowledge, skills, and abilities:

Experience - length in years and kind

Experience in Industrial Hygiene, Chemistry, Safety or related fields. The employee must be able to identify hazards in the workplace and aid the employer in developing corrective action plans. Must have good communication skills to convey information to KDOT management and employees. 2 years' experience in safety, accident prevention, industrial hygiene, or related field. Knowledge of OSHA and other standards and corrective techniques will be helpful.

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

Job Duty	Job Duty Physical Demands/Comments	Weight/Force	Frequency
Complete Office Work	Lift from Floor to chest: Motors to access countertop, truck bed, and up flight of stair. All the motors are accessed by a flight of stairs except in Salina's where it is above their hood.	30 lbs.	Occasional
	Lift from floor to countertop: to lift air pump.	8 lbs.	Occasional
	Lift from floor to countertop: Toolboxes.	15 lbs.	Occasional
	Carry: Tool bag up ladder to attic areas to work on ducting.	4 lbs.	Occasional
	Lift: from the ground to back of truck and floor to countertop level.	3 lbs.	Occasional
	Lift over head: tools	2 lbs.	Occasional
	Lift overhead: 8-foot-long spiral ducting.	15 lbs.	Occasional

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date