

# 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 I - 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>K0228767 /</b> <b>04-02-00-802</b>	10. Budget Program Number 0130	
2. Employee Name (leave blank if position vacant) Vacant			11. Present Class Title (if existing position) Professional Civil Engineer II / Exempt – UNCLASS (Area Engineer)	
3. Division Fields Operations			12. Proposed Class Title	
4. Section District Four	For Use By Personnel Office	13. Allocation		
5. Unit Area Two		14. Effective Date		
6. Location (address where employee works) City: Garnett County: AN		15. By	Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. 100 %		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:

**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 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 #
Darrin Petrowsky	Manager/Administrator (District Engineer)	K0225214 / 04-00-00-803

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.

- Considerable latitude in coordinating the administration, maintenance, and construction activities within the Area.
- Assignments are received in broad outline and require independently organizing the work and monitoring the work to affect an efficient function within the Area.
- 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.

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	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.
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.
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.
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.
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.
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.
10%	E	<u>Training</u> Attends training pertinent to the proper performance of the duties assigned. Provides training to subordinates and peers.
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.)
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> 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.

\* 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.
  - ☒ ( x ) 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 #
	Highway Maintenance Superintendent	K0224767 / 04-02-00-801
	Construction Manager (PSA III)	K0243783 / 04-02-08-802
	Administrative Specialist (AOM)	K0233315 / 04-02-00-804

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.

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 commitments 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.

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

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.
- ☒ ( X ) Works in traffic.
- ☒ ( X ) Other: Frequent Travel and sites with working equipment.

26. 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.

### **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

Licenses, certificates, and registrations

Minimum Requirements: Professional Civil Engineer License, Valid Class C Driver's License

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Special knowledge, skills, and abilities

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Experience - length in years and kind

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## 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
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

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Signature of Employee                      Date

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Signature of Personnel Official                      Date

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Signature of Supervisor                      Date

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Signature of Agency Head or  
Appointing Authority                      Date