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

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. **K0246315 /** **00-17-13-806**	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Professional Civil Engineer (I) (Uncl. / Exempt)	
3. Division Engineering and Design		12. Proposed Class Title	
4. Section Local Projects	For	13. Allocation	
5. Unit Bridge Team	Use	14. Effective Date	Position Number
6. Location (address where employee works) City: TBD County: TBD	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: 5:00 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:
This position is responsible for the oversight and coordination of bridge design on federally funded projects developed by local public authorities. This person also works with the Bridge Team Leader to administer the local portion of the National Bridge Inspection Program (NBIP). Assignments are made in order to complete Bureau reviews within established timeframes and to provide adequate quality assurance of the NBIP. This person provides advice and mentoring to other Bridge Team members relative to addressing engineering problems in the field of structural design, hydraulics, and hydrology and bridge inspection.

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 #
Donna Schmit	Bridge Team Leader (PCE II)	K0225032 / 00-17-13-807

20. a) How much latitude is allowed 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) This person is given the latitude, to independently organize work and formulate technical recommendations and procedures for specific work assignments to assist the LPA's in developing bridge plans that meet federal aid eligibility requirements and contain appropriate information to allow contractors to prepare reasonable bids for the work, and to oversee the local NBIP.
b) General instructions are given by the Bridge Team Leader.
c) Written and formal guidelines are provided by manuals, contracts, specifications and the Code of Federal Regulations. Verbal instructions for tasks to be completed will be supported by demonstrations through in-person and virtual meetings.

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	
1. 25%	E	**Project Development Oversight:** This employee is responsible for providing technical assistance to LPAs and their consultants through review of plans within scheduled timeframes for compliance with applicable federal and state rules, regulations, and criteria, and accepted practices of engineering, and to provide coordination and communication with LPAs, consulting engineers, outside regulatory agencies, or other KDOT bureaus and sections. Plan reviews occur at field check, office check, and final check stages of project development. Technical areas included in reviews are hydrology, hydraulics of streams and structures, geology and foundations, bridge structural design, engineering economics, environmental issues, and construction issues. Projects include all levels of complexity from relatively uncomplicated to projects that contain more complex and challenging features. This employee will participate in on-site reviews and field checks of projects with LPAs, consulting engineers, and KDOT personnel as needed. This employee will provide shop drawing and plan revision processing as required for assigned projects.
2. 25%	E	**Administration:** This employee is responsible for the management and oversight of Kansas Local Bridge Improvement Program (KLBIP). This employee initiates and oversees the call for projects, organization, review, and initial scoring of all received applications and reviews all requests for reimbursement and pay vouchers for completeness and accuracy for the program. This employee also oversees the call for projects, organization, review, and initial scoring of all applications for the Off-System Bridge Program.
3. 20%	E	**Bridge Inspection Oversight:** Assists the Bridge Team Leader in administering KDOT and federal policies relative to the local portion of the National Bridge Inspection Program (NBIP). This may include providing administrative oversight of the inxpectX bridge inspection software, monitoring and auditing of local compliance with the requirements of the program and providing expert advice to our partners who are performing the actual inspections in the field. Make recommendations on policy or procedural changes that are needed to enhance compliance with the regulations. This may involve performing quality control bridge safety inspections.
4. 15%	E	**Planning and Organizing:** In order to keep projects on schedule, this employee must plan and monitor both his/her own activities and those of consulting engineers and/or local officials. Project progress is monitored, and appropriate measures taken when problems arise that could affect project schedules. Coordination by this employee with other KDOT bureaus and sections, as well as outside agencies, is required on every project. This employee will review workload status and technical issues with the Bridge Team Leader periodically to provide administrative coordination. Also, this employee will keep the Bridge Team Leader informed of important project meetings and important issues that arise that may impact the project schedule.
5. 10%	E	**Training:** Works directly with other Bridge Team members to obtain or provide appropriate training necessary for them to perform their jobs. Evaluates the needs and provides training as necessary for our outside partners performing bridge inspections for compliance with the NBIP. Training provided may include hydrology, hydraulics, bridge structural design and construction, environmental/permitting, interpretation of criteria, etc.
6. 5%	E	**Other Duties:** This employee may be required to substitute or provide assistance for substantially backlogged positions or to assume other duties or tasks to support the function of the BLP.
7.	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:
(X) 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 healthy 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.

Projects that are not completed within established timeframes or do not meet federal aid eligibility requirements could result in the agency not meeting its goal of assisting the LPA's to use all the dollars available to them for projects, because these situations could result in the LPA losing a portion of the federal aid dollars that have been made available to them. Technical errors in plans or inadequate administration of the NBIP could increase the risk of traffic accidents or facility failures.

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

Regular contacts are made with other Bureau of Local Projects staff, staff in other KDOT Bureaus/offices, and City and County officials. These contacts occur on a nearly daily basis. Contacts are made on an as-needed basis with federal government agencies, other state agencies and/or the public.

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: Works in a normal office environment but may be exposed to traffic as part of field reviews of projects.

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

Automobile or pick-up truck. telephone, calculator, personal computer, and camera.

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
Continuing education in the form of seminars, advanced course work, and an advanced degree are desirable but not mandatory.

Licenses, certificates and registrations
Professional Engineering License recognized by the Kansas Board of Technical Professions
Valid driver's license

Special knowledge, skills and abilities

This person should be adept in both written and oral communications. He/she should possess a high level of knowledge of the policies, design criteria, and procedures used in developing bridge plans. An understanding of the particular concerns of local government highway agencies, hydrology, hydraulics, and bridge inspection are also considered important.

Experience - length in years and kind

Minimum of 2 years' bridge design experience.

A minimum of four years of experience in design, construction, or inspection of bridges and bridge projects. is highly desirable.

28. **SPECIAL QUALIFICATIONS**

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
Complete Computer Work / Attend Meetings	Sit – At a seated computer workstation: In occasional meetings.	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.	N/A	Continuous
	Reach, above shoulder – 54" to access binders on shelves over desk.	N/A	Occasional
	Crouch or Bend – To access files out of bottom file cabinet.	N/A	Occasional
	Lift, Floor to Waist – To access files out of bottom file cabinets (most < 5 lbs.).	2 lbs.	Occasional
	Lift, Waist to Shoulder – To access larger binder(s) from desktop to shelf above desk (30" to 54")	7 lbs.	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Oversee construction projects	Sit - In vehicle; to travel between multiple counties/areas.	N/A	Occasional
	Bilateral Hand Coordination - To operate steering wheel & hand controls of vehicle	N/A	Occasional
	Lower Extremity Use – To operate the foot controls of the vehicle.	N/A	Occasional
	Stand – To observe the operations of the projects.	N/A	Occasional
	Walk – Accessing various areas of operations within the projects.	N/A	Occasional
	Crouch / Forward bend – To observe low level areas when needed.	N/A	Occasional
	Climb – To access various areas such as bridges. To climb over a guard rail. (20")	N/A	Occasional
	Lift, floor to waist - To place a sample or small piece of equipment in the vehicle to assist in transporting a needed item. (Floor- 32" in height)	25 lbs	Occasional

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or Appointing Authority Date