DA 281-2
Rev. 4-13

State of Kansas - Department of Administration
**OFFICE OF PERSONNEL SERVICES**

# Position Description

Local Road Engineer

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<br>**KDOT**<br>**Kansas Department of Transportation** | 9. Position No.<br>**K0231366 /**<br>**00-17-11-811** | 10. Budget Program Number | |
| 2. Employee Name (leave blank if position vacant) | | 11. Present Class Title (if existing position)<br>Professional Civil Engineer (I) (Unc. / Exempt) | |
| 3. Division<br>Engineering and Design | | 12. Proposed Class Title | |
| 4. Section<br>Local Projects | For | 13. Allocation | |
| 5. Unit<br>Road Team | Use | 14. Effective Date | Position Number |
| 6. Location (address where employee works)<br><br>City: County: | By | 15. By / Approved | |
| 7. (circle appropriate time)<br>Full time X Perm. X Inter.<br>Part time Temp. 100% | Personnel | 16. Audit<br>Date: By:<br>Date: By: | |
| 8. Regular hours of work: (circle appropriate time)<br><br>FROM: 8:00 AM To: 5:00 PM | Office | 17. Audit<br>Date: By:<br>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 employee is a primary reviewer of design plans on a variety of road and street improvement projects developed by Local Public Authorities (LPAs) and their consultants. This employee is responsible for reviewing these plans for compliance with federal and state regulations and accepted engineering practices. This employee is responsible for coordinating the development of these projects with the local officials and their consultants in order to meet assigned schedules and maximize the federal and state dollars available.

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 # |
|---|---|---|
| Jenny Egging | Professional Civil Engineer (II)<br>Road Team Leader | K0225101 / 00-17-11-805 |

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 works under the direction of the Road Team Leader. Assignments are given allowing latitude to arrange work methods and schedules to provide appropriate reviews in the scheduled timeframes.

b) Guidance is provided through project development manuals, design manuals, specifications, established office procedures, technical publications and examples of completed work products.

c) General instructions are given by the supervisor orally. The employee works independently with occasional guidance from their supervisor and helpful road team members.

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, effective training, coaching, and providing employee development opportunities. |
|---|---|---|
| 1. 40% | E | **Project Development Oversight:** This employee is responsible for providing technical assistance to LPAs and their consultants through review of plans for compliance with applicable federal and state rules, regulations and criteria, and accepted practices of engineering. Plan reviews occur at field check, office check, and final check stages of project development. This employee coordinates with KDOT Construction to ensure that PS&E and letting is completed on schedule. Technical areas included in reviews are geometric design, pavement design, hydrology, hydraulics, traffic control, and engineering economics. Projects include all levels of complexity from relatively uncomplicated to projects that contain more complex and challenging features. This employee provides shop drawing and plan revision processing as required for assigned projects. The employee will conduct on-site reviews and field checks of projects with LPAs, consulting engineers, and KDOT personnel as needed. |
| 2. 15% | E | **Administration:** This employee serves as Lead Worker for projects developed in assigned areas. Administers policies and procedures to be followed in the development and completion of projects assigned to the Bureau of Local Projects (BLP). These projects include city and county road and bridge, city street and bridge, and City Connecting Link Improvement Program (CCLIP) projects. These projects will include KDOT-let as well as LPA-Administered projects. The employee will work independently, with advice from other road team members, as needed, to coordinate and administer the development of these projects. The employee provides recommendations on schedule adjustments, technical issues and procedures as needed. |
| 3. 15% | E | **Contract Administration and Oversight:** This employee initiates and oversees construction contracts for locally let projects. Reviews LPA pay vouchers for completeness and accuracy, determines eligibility of bid items for federal participation, and creates pay vouchers in Aashtoware. Assesses submitted change orders for eligibility of federal participation and enters them into Aashtoware. At completion of project, verifies that all bid items on the final paid items list agree with Aashtoware and approved change orders. Checks paid items list by work type and coordinates with Fiscal Services for preparation of billing to FHWA. Serves as a liaison for LPAs that administer federally funded projects and provides construction oversight for LPA-Administered projects. Evaluates activities, provides technical assistance, and makes recommendations to LPA staff on how to increase operating efficiency and adhere to federal and state regulations. |
| 4. 15% | E | **Consultation/Technical Advising:** This employee will provide technical assistance to local officials (commissioners, engineers, consultants, road supervisors, etc.) regarding design criteria, environmental considerations, FHWA regulations, Kansas statutes, KDOT policy, and Bureau procedures on city and county street improvements. This employee should have a working knowledge of most aspects of road design including hydrology, hydraulics, safety, traffic control, geometric design, roadside design, pavement design, etc. This employee advises LPAs and their consultants on preparation of appropriate environmental documentation for a project (Environmental Assessment, Environmental Impact Statement, Section 4(f) Statement, etc.). |
| 5. 10% | E | **Planning and Organizing:** This employee plans and organizes the project work for projects developed assigned areas. This employee adjusts all assignments as needed to ensure that work is completed on schedule. The employee is responsible for keeping the Road Team Leader informed of important project meeting and issues that may impact the project schedule. In order to keep projects on schedule, the 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. |
| 6. 5% | E | **Other Assignments:** At the discretion of the Road Team Leader or Bureau Chief, the 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 Bureau. |

| | | |
|---|---|---|
| 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:
( ) 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 # |
|---|---|---|
| | | |

Responsible for reviewing the work of consultants, city or county personnel, other State agencies, and KDOT Bureaus. Schedules, oversees, or monitors numerous tasks that are performed by other agencies, firms, or personnel. Careful planning and tact are a requirement to keep the work of others, who are not subordinates, flowing smoothly and on schedule to meet program requirements. This person provides instructions and guidance to LPAs and consulting engineers who are developing the design of projects.

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 LPAs to use all the dollars available to them for projects. Technical errors in plans could increase the risk of traffic accidents by creating unexpected situations for drivers or have the potential for increasing construction costs due to project delays.

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

For the purpose of efficiently and effectively implementing Bureau and Agency policy relating to development and improvement of rural and urban infrastructure, contacts are frequently made (several times daily) with local government officials, consultants, the public, KDOT officials, other agency officials, and FHWA.

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: Considerable close, visual work including paperwork and microcomputer work

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:

Regular use of computers and scientific calculators.
Automobile- occasionally
Telephone/Cellphone - several times daily
Calculator - daily
Digital Camera (cellphone) - weekly

**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 – Graduation from an accredited college or university with a B.S. in Civil Engineering.

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 roadway plans. An understanding of the particular concerns of local government highway agencies and local/urban road design criteria is also beneficial.

Experience - length in years and kind

A minimum of four years of experience in design or construction of road and highway projects, including one year in a supervisory capacity, 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