

Position Description

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 00-12-02-807 / K0225110	10. Budget Program Number	Position
2. Employee Name (leave blank if position vacant) Vacant		11. Present Civil Service Title / FLSA code (if existing position) Professional Civil Engineer I (Unclassified)/ Exempt (Traffic Engineer for Access Management)		
3. Division Planning and Development		12. Proposed Civil Service Title		
4. Section Transportation Planning		For use by Personnel Office		
5. Unit Access Management Unit		13. (a) Allocation	(b) FLSA code	
6. Location (address where employee works) City Topeka County Shawnee		14. Effective Date		
7. (Check appropriate items) Full Time X Regular Part Time Temp X 100%%		15. By _____ Approved		
8. Regular hours work: (check appropriate time) FROM: 8:00 AM TO: 5:00 PM		16. Audit Date: _____ By: _____ Date: _____ By: _____		
		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.

This position is responsible for coordination and project management of Access Management Construction Program and Economic Development Program projects and review of engineering design plans, as assigned by the Special Projects Engineer. Position is also responsible for the Access Management Unit's timely review of Highway Access Permit applications and basic Traffic Impact Studies (TIS) for consistency with applicable engineering guidelines and standards, and coordination of agency-wide evaluation of these requests and specialized investigations. Furthermore, this position assists the Special Projects Engineer with preparation of access planning instruments and special studies.

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
Nelda Buckley	Professional Civil Engineer II – Unclassified (Special Projects Engineer)	00-12-02-804 / K0225112

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) The employee in this position has a considerable amount of latitude in completing work.
- b) Instructions are most frequently verbal.
- c) Detailed assignments are rarely needed.

b) 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.
- (X) Major program failure, major property loss and/or serious injury.
- () Loss of life and/or disruption of operations of a major agency.

Give examples:

An error in action or decision by the person in this position could result in project delays or increased project costs; agency exposure to litigation; loss of capacity and degradation of traffic flow on existing or planned transportation facilities; and inefficient expenditure of program funds.

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

No.	%	E/M	
			Decision-Maker Statement: The employee in this position is a decision-maker and frequently makes independent decisions using strategic and engineering judgment.
1.	35%	E	Oversees and serves as lead reviewer for the Access Management Unit's timely review of Highway Access Permit applications and basic TIS. Position will also assist the Special Projects Engineer with review of comprehensive TIS. Review of permit applications and TIS requires the use of technical references, such as: <ul style="list-style-type: none"> a. KDOT Access Management Policy; b. Institute of Transportation Engineers (ITE) Trip Generation Manual; c. American Association of State Highway & Transportation Officials (AASHTO) Green Book; and d. AASHTO Roadside Design Guide. <p>Throughout the review process, frequently liaises with other KDOT bureaus, KDOT field staff, consultants, local governments and elected officials to promote coordination across multiple levels and helps assure decisions are consistent with agency policies and goals. Provides professional engineering guidance and expertise to the Access Management Unit and technical review of especially complex access applications, and expert assistance to other KDOT bureaus, including the Bureau of Design, and KDOT field staff. Makes independent decisions using strategic and engineering judgment in the absence of the Special Projects Engineer.</p>
2.	35%	E	Responsible for administration of the Access Management Construction Project Program and Economic Development Program. This includes project management of roadway construction projects, review of engineering design plans for consistency with applicable engineering guidelines and standards, and coordination of agency-wide review of these projects and design plans. These projects are typically high-profile and politically sensitive with accelerated schedules. Frequently liaises with other KDOT bureaus, consultants, local governments and elected officials to promote coordination across multiple-levels and help assure projects are completed in a timely manner and consistent with agency policies and goals. Makes independent decisions using strategic and engineering judgment in the absence of the Special Projects Engineer.
3.	10%	E	This position assists internal and external customers with interpretation of applicable agency policies and the KDOT Access Management Policy. Conducts public outreach and education on access management principles; this includes training internal and external stakeholders on the Highway Access Permit review process, KDOT Access Management Policy and preparation of basic and comprehensive TIS. Training activities typically occur at District/Area Offices or consulting firms.
4.	10%	E	Assists the Special Projects Engineer with preparation of access planning instruments and studies. Examples include: <ul style="list-style-type: none"> a. K-113 (Seth Childs Road) Corridor Management Plan in Manhattan. b. US-69 Traffic Signal Coordination Study in Fort Scott. c. US-50 Access Management Plan in Emporia.
5.	05%	E	Reviews projects led by other KDOT bureaus when requested. These duties include the review of engineering studies and designs for compliance with established engineering standards and the KDOT Access Management Policy.
6.	05%	M	Other duties and necessary tasks as assigned.
		E	Must be capable of performing the essential physical functions detailed in Section 28.

