DA 281-2 (Special) State of Kansas Department of Administration
Rev. 1-97 (KDOT) **DIVISION OF PERSONNEL SERVICES**

Position Description

Generic Unclassified PD - Last Updated 07/15

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 #

PART I - Position Information

1. Agency Name KS Dept. of Transportation	9. Position Number **06-02-01-807 /K0228689**	10. Budget Program Number **7110**
2. Employee Name (leave blank if position vacant)	11. Present Civil Service Title / FLSA code (if existing position) **Equipment Operator UNCL / NE** (Equipment Operator Trainee – working title)	
3. Division **Operations**	12. Proposed Civil Service Title	
4. Section **District Six**	**For use by Personnel Office**	
5. Unit **Area**	13. (a) Allocation	(b) FLSA code
6. Location (address where employee works) City: County:	14. Effective Date	
7. (Check appropriate items) Full time **X** Regular **X** 100% Part time Temp	15. By Approved 16. Audit Date: By: Date: By:	
8. Regular hours of work: FROM: 8:00 AM TO: 4:30 PM	17. Position Review Date: By: Date: By:	

Position

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 is an entry-level trainee position to gain experience using on the job training to maintain highways and facilities through activities such as: repairs, resurfacing, mowing, and snow and ice control.

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**

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) There will be little latitude in this position.
b) Employees will receive training and close supervision in all new procedures that are expected to be performed using a wide range of equipment; supervision will be close.
c) Instructions will be explicit until the employee becomes proficient and is competent to perform the work with only general direction.

(d) 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
(**X**) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
( ) Major program failure, major property loss and/or serious injury
( ) Loss of life and/or disruption of operations of a major agency

Give examples:

Loss of time generally would affect others in crew. Improper use of equipment results in down time and repair cost.

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	
			This position requires the operation of light duty and, on occasion, medium duty automotive equipment associated with highway reconstruction and maintenance work. Also performs related manual tasks associated with said reconstruction and highway maintenance work.
1	35	E	Operates KDOT equipment: Including, but not limited to trucks, mowers, rollers, loaders.
2	30	E	Performs manual work associated with the maintenance of highway system: Including, but not limited to, erecting and replacing signs, erecting fence and guardrail, painting, patching, loading or unloading supplies, servicing rest areas, litter pickup.
3	25	E	Receives training in: operation and maintenance of equipment; and highway repair methods and procedures.
4	5	M	Services equipment.
5	5	M	Performs other related work as assigned; such as emergency operations during snow and ice control operations.
			Work is reviewed in depth by the Highway Maintenance Supervisor, EO Specialist or lead worker of the work unit for each assigned task. During emergency situations, the EO Trainee is expected to report to duty within a reasonable time of proper notification and work for extended periods of time (12 hour shifts). Employee serves as a trainee for a period of six months to one year. They have one year to pass a written and a skills test. If not accomplished, employee will be dismissed. **Due to the nature of the work, incumbent may be required to work additional hours when needed, including nights and weekends. Additional hours to be assigned by the supervisor depending upon the needs of the agency.**
		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 accommodations for qualified persons 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 titles and position numbers of all persons who are supervised directly by the employee on this position.

Civil Service Title **KDOT / SHARP Position Numbers**

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

Most of the EO Trainee's contact with the public is during the course of his/her duty of flagging traffic. They not only control traffic, but briefly explain the delay or conditions ahead.

24. What hazards, risks or discomforts exist in the job or work environment?

(X) Frequent exposure to extreme cold/heat wet/humid conditions.
(X) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
(X) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
(X) Works in traffic.
(X) Other: Exposure to noxious weeds, poison ivy, etc.

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

Daily - Dump Truck, hand tools, power tools

2 to 3 weeks a year - Small Loaders, rollers, asphalt distributors.

2 months a year - Tractors

For more specific information on equipment used regularly please see Section 28.

PART III -- Education, Experience and Physical Requirements

26. **REQUIRED CLASS SKILLS (**see class specifications)

Minimum Requirements: Valid driver's license at time of appointment. Some positions may require attainment of a commercial driver's license.

27. **SPECIAL REQUIREMENTS**

a) Indicate any license, registration, certification, etc. required for this position:

( ) Professional Civil Engineer License
( ) Engineer in Training Certificate
( ) Survey License
(**X**) CDL - Employee must attain a Commercial Driver's License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. **(This statement is for Equipment Operator positions.)**
( ) CDL - Employee must attain a Commercial Driver's License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. **(This statement is for CDL positions other than Equipment Operators.)**
( ) Other _____

b) List preferred education or experience that may be used to screen applicants.

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 – General Crew	Weight/ Force	Frequency
Control Traffic (Flagging)	**Stand –** to slow, stop, direct traffic as needed	N/A	Continuous
	Walk – to move flagging location	N/A	Occasional
	Knuckle – Shoulder Lift – Lift objects, such as a sign, to 56" to/from vehicle	10 lbs	Occasional
	Floor – Shoulder Lift – to load/unload stacks of 5 traffic cones to/from dump truck 56" high	60 lbs	Occasional
	Grip w/ preferred hand – to hold and turn "slow/stop" sign	10 lbs	Continuous
	Grip w/ preferred hand – to hold and turn "slow/stop" sign in windy weather	30 lbs	Occasional
Fill Edge Ruts (via shovel)	**Walk** – outdoors, on uneven terrain; to fill in the edge ruts of the highways/exit ramps	N/A	Continuous
	Forward Bend Stand – to shovel gravel from dump truck (tilted to 50" high) to the ground	N/A	Continuous
	Forward Reach – to shovel gravel from the back of a dump truck; an arm's length away	N/A	Continuous
	Shoulder – Floor Lift – lift full shovel of gravel from the back of a dump truck at 50" high to the ground	15 lbs	Continuous
	Carry – to carry the shovel	5 lbs	Continuous
Remove/replace Freeway Signs	**Stand/Walk** – outdoors, sometimes on uneven terrain; in all weather conditions	N/A	Continuous
	Forward Bend Stand – to disassemble/assemble freeway signs; to reach and guide the sign into position 20 ft. above the highway	N/A	Occasional
	Bilateral Hand Coordination – moderate demand; to apply clips: assemble/disassemble signs using hand tools such as ratcheting wrenches	N/A	Occasional
	Balance – high demand; to stand on narrow sign ledge over traffic (with safety harness attached) to erect sign	N/A	Occasional
	Bilateral Grip – to use wrench to tighten clips	30 lbs	Occasional
	Knuckle – Shoulder Lift – to place old sign or pieces of sign (13' X 3') onto the back of the flat bed roll-off truck at 56" high and remove new signs from truck	N/A	Occasional

Job Duty	Job Duty Physical Demands/Comments – General Crew	Weight/ Force	Frequency
Remove/replace non-freeway signs	**Stand/Walk** – outdoors, sometimes on uneven terrain; in all weather conditions	N/A	Continuous
	Forward Bend Stand – to use shovel to widen/deepen/fill hole when required	N/A	Occasional
	Bilateral Hand Coordination – moderate demand; assemble/disassemble sign onto post using hand tools such as ratcheting socket drive	N/A	Occasional
	Floor – Shoulder Lift – to load post (4" X 4" X 14') to/from back of dump truck 56" high	35 lbs	Occasional
	Floor – Shoulder Lift – to load post (4" X 6" X 16') to/from back of dump truck 56" high	75 lbs	Occasional
	Floor – Shoulder Lift – to load bags of quikrete to/from dump truck 56" high	80 lbs	Occasional
Repair Guardrails	**Stand/Walk** – outdoors; sometimes on uneven terrain; in all weather conditions	N/A	Continuous
	Forward Bend Stand – to remove and replace damaged guardrails	N/A	Occasional
	Bilateral Hand Coordination – moderate demand; to assemble/disassemble damaged guardrails using ratchet wrench	N/A	Occasional
	Floor-Knuckle Lift – 2 person lift of 185 lbs to place/remove a 25 ft. guardrail to from 39" high trailer bed	93 lbs	Occasional
	Floor – Knuckle Lift – to place/remove 72" long guardrail post and/or 72" long metal sleeve from trailer bed 39" high	65 lbs	Occasional
Remove Debris from Roadway	**Walk** – outdoors; sometimes on uneven terrain; in all weather conditions	N/A	Continuous
	Floor – Shoulder Lift – to load debris (such as tire tread, tree limbs & other items) into back of dump truck 56" high	50 lbs	Occasional
	Floor – Shoulder Lift – to load larger debris (such as tree limbs, dead animals & other items) into back of dump truck 56" high	100 lbs	Occasional
Cut Brush	**Stand/Walk** – outdoors; on uneven terrain; in all weather conditions	N/A	Continuous
	Forward Reach – to cut brush, logs, limbs, etc. and feed into chipper	N/A	Frequent
	Floor – Shoulder Lift – to use chain saw or limb saw; to cut brush, limbs, etc.; to load/unload saws from dump truck	16 lbs	Frequent
	Shoulder – Overhead Lift – to use chain saw or limb saw; to cut brush, limbs, etc.	16 lbs	Occasional
	Floor – Shoulder Lift – to load cut brush, limbs, etc. into the back of a dump truck 56" high; tilt dump truck to send brush into the chipper	30 lbs	Occasional
Remove Snow & Ice from Roadway	**Sit** – to plow roadways sitting in vehicle	N/A	Continuous
	Floor – Shoulder Lift – to hook plow to stinger connection at 54" high	40 lbs	Occasional
	Vertical Push/Pull – using a cheater bar to tighten down the salt hopper in the back of the dump truck at 54" high	60 lbs	Occasional
	Floor – Shoulder Lift – to load a (48" X 8") snow plow blade in/out of the back of a dump truck at 56" high to replace a blade	90 lbs	Occasional
	Carry – to bring blade to/from the truck to the plow approximately 50 feet	90 lbs	Occasional
Route & Seal Cracks	**Walk** – outdoors; sometimes on uneven terrain; in all weather conditions; to guide the router, to heat & lance the cracks	N/A	Continuous
	Vertical Pull (upward) – to use/guide the pavement router using the handle at 36" high	50 lbs	Frequent
	Pull – to use the pavement router uphill; to load on/off trailer at 36" high	70 lbs	Occasional
	Floor – Shoulder Lift – to load box of sealant into the hopper (6-7 per day); to load bucket of glennzoil sealant into the back of the dump truck (4 per day) at 56" high	40 lbs	Occasional
	Carry – to carry gun/hose with 2 handles 22" apart; to spray sealant into cracks	15 lbs	Continuous
	Carry (one-handed) – to carry 3 gallon container (approx ¾ full) of glennzoil sealant; to spray sealant	20 lbs	Continuous
Edge/Patch Loose Asphalt & Spread Oil Track	**Walk** – outdoors, on uneven terrain; to fill in areas loose asphalt	N/A	Continuous
	Forward Bend Stand – to shovel the loose asphalt from the dump truck (tilted to 50" high)	N/A	Continuous
	Forward Reach – to shovel/rake asphalt from the back of the dump truck onto surface an arm's length away	N/A	Continuous
	Shoulder – Floor Lift – full shovel of asphalt; from the back of the dump truck at 50" high to ground	15 lbs	Continuous
	Carry – to carry the shovel or rake	5 lbs	Continuous
	Floor – Shoulder Lift – to load bucket of glennzoil sealant into the back of the dump truck at 56" high	40 lbs	Occasional
	Carry – to carry 3 gallon container (approx ¾ full) of glennzoil sealant; to spray sealant tack	20 lbs	Continuous
Operate a Dump Truck	**Sit** – to drive the vehicle	N/A	Occasional
	Climb Step – 3 steps; 20", 18", & 10" with a grab bar 58" high, to climb in/out of cab of vehicle	N/A	Occasional
	Vertical Ladder Climb – 5 steps; 12" each with grab bar @ 76" high	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to use the steering wheel & hand controls	N/A	Occasional
	Other – operate foot controls	N/A	Occasional

Job Duty	Job Duty Physical Demands/Comments – General Crew	Weight/ Force	Frequency
Operate a Flat Bed Roll-off Truck	**Sit** – to drive the vehicle	N/A	Occasional
	Climb Step – 17", 17" & 14" with a grab bar 71-85" high; to climb in/out of the cab of vehicle	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to use the steering wheel & hand controls	N/A	Occasional
	Other – operate foot controls	N/A	Occasional
Operate a Boom Truck	**Sit** – to drive the vehicle	N/A	Occasional
	Climb Step – 3 steps; 18", 14" & 12" with grab bar starting @ 60" high; to climb in/out of cab of vehicle	N/A	Occasional
	Climb Step – 2 steps; 22" & 12"; to access stationary controls for boom on the back of the truck	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to use the steering wheel & hand controls	N/A	Occasional
	Other – operate foot controls	N/A	Occasional
Operate a Grader	**Sit** – to drive the grader	N/A	Continuous
	Rotational Sit – to view surrounding area while driving the grader	N/A	Occasional
	Vertical Ladder Climb – 4 steps; 24", 12", 12" & 10" high with grab bar available at 54" high; to climb in/out of cab of the grader	N/A	Occasional
	Bilateral Hand Control – low-moderate demand; to use the steering wheel & right/left hand controls (4 on each side)	N/A	Continuous
	Other – operate foot controls	N/A	Continuous
	Floor – Knuckle Lift – 2-person lift of 200 lbs blade; to change blade on grader	100 lbs	Occasional
Operate a Tractor (For Mowing)	**Sit** – to drive the vehicle	N/A	Continuous
	Rotational Sit – to view the surrounding area while driving the tractor	N/A	Frequent
	Climb Step – 3 steps; 23", 9", & 12" high with a grab bar starting at 52" high; to climb in/out approximately 8-10 times daily	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to use the steering wheel & right hand controls	N/A	Continuous
	Other – operate foot controls	N/A	Continuous
Operate the Bobcat	**Sit** – to operate the bobcat	N/A	Occasional
	Step Climb – 2 steps, 17" & 12" high, to climb into and out of the bobcat with a grab bar available at 60" high	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; using hand controls requiring < 5 lbs push/pull force	< 5 lbs	Occasional
	Other – operate foot pedals	N/A	Occasional
Operate a Small Asphalt Roller	**Sit** – to drive the vehicle	N/A	Occasional
	Rotational Sit – to view surrounding area while driving the roller	N/A	Occasional
	Climb Step – 2 steps; 19" & 14" high; to climb on/off roller	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to use the steering wheel & bilateral hand controls	N/A	Occasional
Operate an Asphalt Machine	**Sit/Rotational Sit** – on vehicle; to drive the paver from seats on either side	N/A	Continuous
	Walk – to switch from one seat to the other when changing directions/side of the road	N/A	Occasional
	Step Climb – 5 steps; heights = 8", 16", 13", 14", & 12"; the last step requires a 25" deep forward step to get onto the platform	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to operate machinery via hand controls; to turn crank for pavement adjustments	N/A	Continuous
	Stand – on the back of the paving machine; to turn the crank and adjust the pavement thickness	N/A	Continuous
	Forward Bend Stand – to monitor for pavement adjustments needed	N/A	Frequent
Operate a Broom Truck	**Sit** – to drive the vehicle	N/A	Frequent
	Rotational Sit – to view surrounding area while driving the vehicle	N/A	Occasional
	Climb Step – 3 steps; 17", 10", & 12" high with a grab bar at 65" high (positioned directly in front of the person, not on the side); to climb in/out approximately 1-2 times daily	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to use the steering wheel & right hand controls	N/A	Occasional
	Other – operate foot controls	N/A	Occasional

Job Duty	Job Duty Physical Demands/Comments – General Crew	Weight/ Force	Frequency
Drive the Lowboy	**Sit** – in vehicle; to drive the lowboy to deliver heavy equipment of various sizes	N/A	Occasional
	Walk – to access the chains & ratchets to hook up or unhook the equipment	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to drive the lowboy truck	N/A	Occasional
	Other – lower extremity use to operate foot pedals	N/A	Occasional
	Step Climb – 3 steps ups onto the back of the lowboy; 20" each	N/A	Occasional
	Step Climb – 3 steps, 20" 18" & 16" high; to get in/out of cab of truck	N/A	Occasional
	Floor-shoulder Lift – to use the chains & ratchet when loading/unloading equipment, floor to 40" high	35 lbs	Occasional
	Push/Pull – 4 tie downs (chains) per piece	25 lbs	Occasional
Load & Operate the Paint Supply Truck	**Sit** – in vehicle	N/A	Frequent
	Climb Step – 3 steps; 20", 18" & 15" high with grab bar at 60" high; to get in/out of cab of truck	N/A	Occasional
	Climb Vertical Ladder – 4 steps; 20", 10" (X3); to get onto back of the truck	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to use the steering wheel & hand controls (including right hand stick shift)	N/A	Frequent
	Climb – 29" step up onto the bead box in the back of the truck	N/A	Occasional
	Floor-Knuckle Lift – to use the bead suction hose or paint hose, both stored at 48" high on supply truck	30 lbs	Occasional
	Horizontal Lift – to retrieve the paint tote attachment & cables stored at 30" high to self-select height to apply boom	54 lbs	Occasional
	Vertical Push/Pull – at 29" high; to ratchet straps, to hold bead boxes & paint totes onto vehicle	60 lbs	Occasional
Load & Operate the Paint Truck	**Sit (front end/cab) –** in vehicle	N/A	Continuous
	Climb Step – 3 steps; 18", 10" & 10" high with grab bar at 56" high; to get in/out of cab of truck	N/A	Occasional
	Climb Vertical Ladder – 4 steps; 20", 14", 14" & 13" with two grab bars at 62" high; to access filters, check oil daily, to access tool box if needed	N/A	Occasional
	Push/Pull – to open & close valves (8 valves up to 3 times daily) at 20" – 45" high	50 lbs	Occasional
	Side Bend Sit (back end operations) – on vehicle, to view the road/paint line	N/A	Occasional
	Climb Step – 5 steps; 20", 10" (X3), & 12" high with grab bar at 66" high; to climb in/out of back end of cab	N/A	Occasional
	Vertical Ladder – 3 steps; 21", 19" & 9" high to climb on top of paint truck to fill	N/A	Occasional
	Bilateral hand Coordination – moderate demand; to use steering wheel and multiple hand controlled switches to operate paint dispersement	N/A	Frequent
	Forward Reach – 32" away; to operate the hand controls/switches	N/A	Occasional
	Pull – to unroll the water hose to clean paint supply hoses & striper (up to 3 times per day) at 29" high	50 lbs	Occasional
Operate a Fork Truck	**Sit** – to drive the vehicle	N/A	Occasional
	Rotational Sit – to view surrounding area while driving the vehicle	N/A	Occasional
	Climb Step – 2 steps; 15" & 12"; to climb on/off of fork truck	N/A	Occasional
	Bilateral Hand Coordination – low-moderate demand; to use the steering wheel & hand controls	N/A	Occasional
	Other – operate foot controls	N/A	Occasional
	Knuckle – Shoulder Lift – to change propane tank at 48" high	70 lbs	Occasional

PART IV -- Signatures

Signature of Employee Date

Signature of Personnel Official Date

Signature of Supervisor Date

Signature of Appointing Authority Date