

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

PART I - Position Information			Agency #
1. Agency Name KS Dept. of Transportation	9. Position Number 00-14-51-804 / K0233412	10. Budget Program Number	Position
2. Employee Name (leave blank if position vacant)		11. Present Civil Service Title / FLSA code (if existing position) Uncl. Environmental Specialist / Non-Exempt	
3. Division Engineering and Design		12. Proposed Civil Service Title	
4. Section Right of Way		For use by Personnel Office	
5. Unit Environmental Section		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 X Part time Temp 100%		15. By Approved	
8. Regular hours work: (check appropriate time) FROM: 8:00 AM – 4:30 PM M-F		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.

The purpose of this position is to bring about KDOT compliance with the Threatened of Endangered Species Act and the Clean Water Act, principally in the delineation of wetlands. Compliance with this legislation may require Section 7 consultation, a Section 404 permit or a State Wildlife permit. Wetland mitigation and/or habitat replacement may be a critical factor in the preferred design of a highway project.

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
Chris Eichman	Environmental Program Administrator	00-14-51-802 / K0225259

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.

Tasks are completed under general supervision. Instructions are provided in terms of desired results and decisions in completing work are made within administrative guidelines.

- (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: If errors occur, projects would be delayed, the coordination program interrupted and project cost could increase.

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

1.	50% E	Completes reviews and analyses of the location and engineering aspects of KDOT projects relative to wetlands, streams, riparian areas, threatened and endangered species, and designated critical habitat in accordance with state and federal laws and regulations concerning preservation of natural resources. Examines project scope along with existing wetland, stream, and wildlife information (technical literature, project files, maps, etc.) and performs limited consultations in order to determine if projects can be cleared of environmental concerns or if a more comprehensive analysis needs to be completed. Performs as necessary reconnaissance-type field work to verify whether or not wetlands, streams, and/or designated critical habitat is present in the immediate project area. Analyzes as necessary the study of wetlands, streams, and threatened and endangered species literature; study of aerial photographs, extensive field surveys using wetland identification evaluation procedures that are acceptable to FHWA and state and federal agencies involved with wetlands, streams, and wildlife; participation in extensive consultation; discussion of mitigation measures; and organizing and writing technical reports. Performs clearance of KDOT projects of environmental concerns either by the review or analysis process is required by state and federal laws.
2.	20% E	Coordinates KDOT construction and maintenance projects with federal and state agencies involved with wetlands, streams and wildlife at an early stage of project development, and throughout the life of the project as required by state and federal laws and regulations. Completes the coordination process-through the use of conference correspondence, and personal communications in order to provide agencies with opportunities for input to the project; to exchange pertinent environmental information and to discuss and negotiate mitigation measures.
3.	20% E	Acquires and monitors special wildlife permits for KDOT projects in accordance with K.A.R. 115-15-3 legislation. Submits and obtains Construction Storm water Notice of Intent Conditional permits from the Kansas Department of Health and Environment in order for KDOT to comply with the National Pollutant Discharge Elimination System (NPDES).
4.	5% E	Maintains a current library of wildlife information and maps relevant to KDOT projects. Updates library is updated through consultation and correspondence with Kansas Department of Wildlife and Parks, Kansas Biological Survey, and US Fish and Wildlife Service and through the research of technical literature and by the implementation of state and federal laws and regulations. Performs Inter-Agency review requests for approval of projects outside of KDOT and to determine if there are potential impacts to KDOT Assets.
5.	5% E	Assists in other assignments as required.
6	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.

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

Contact representatives of other agencies daily to coordinate clearance of projects and borrow areas and/or discuss wildlife and Section 404 laws and evaluation procedures. Occasionally contact public to discuss environmental concerns either one on one or at public hearings.

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24. What hazards, risks or discomforts exist in the job or 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.
 - Works in traffic.
 - Other: _

1. Highway driving risks
2. Accident risks because of working along highway and at bridge sites
3. Health risks involved with wetlands and stagnant water.

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

Personal Computer
Wildlife, stream, and wetland field survey equipment

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

PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS

A bachelor's degree in environmental science with an emphasis on biology, chemistry, geology or a related natural science.

27. SPECIAL REQUIREMENTS

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

- Professional Civil Engineer License
- Engineer in Training Certificate
- Survey License
- CDL - Employee must attain a Commercial Drivers 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 Drivers 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 Valid Driver's License

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

Graduate from an accredited four year college or university with major course work in ecology or wildlife. Formal training in application of wildlife, wetland, and stream information to engineering projects is desirable. Kansas Collecting Permit-Endangered Species, Kansas Collecting Permit-Wildlife Specimens. Knowledge of current wetland, stream, and habitat evaluation procedures, ability to interpret highway plans. Three years of wildlife field experience.

Attend U.S. Army Corps of Engineers approved Wetland Delineation Course and obtain Certification.

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	Weight/Force	Frequency
Complete computer work / Attend meetings	Sit - At a seated computer workstation.	N/A	Frequent
	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	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). To move recycled paper box (self-select weight).access files out of bottom file cabinets (<5 lbs).	10 lbs	Occasional
	Lift, Waist to shoulder – To access/handle largest binder(s) from desktop to shelf above desk. (30 to 54").	10 lbs	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Complete environmental work in the field	Sit - Up to 3 hours in vehicle when traveling.	N/A	Occasional
	Stand - Outdoors, on uneven terrain, in various weather. To observe and document findings in the field.	N/A	Occasional
	Walk – Up to 1 mile at a time/ Outdoors, on uneven terrain, in various weather (including steep slopes, under bridges, along a stream). To observe and document findings in the field.	N/A	Occasional
	Bilateral Hand Coordination - To use laptop computer. To handwrite notes. To operate steering wheel & hand controls of vehicle.	N/A	Occasional
	Lower extremity use - To operate foot pedals of vehicles.	N/A	Occasional
	Climb – To climb over a barbed wire fence. To climb over dead trees.	N/A	Occasional
	Push/pull, horizontal – To manually turn auger in dry or clay areas (36”).	25 lbs.	Occasional
	Lift, Floor to waist – To remove a full shovel of wet clay from the ground (Floor to 33”)	25 lbs.	Occasional
	Lift, Floor to waist – To place the auger (5 lbs.) cooler (20 lbs.), backpack, (15 lbs.) in and out of back of truck. (Floor to 33”).	20 lbs.	Occasional
	Carry – To bring the auger and shovel from the truck to the work site. (150 ft.).	10 lbs	Occasional

PART IV -- Signatures

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date