DA 281-2 (Special)
Rev. 1-97 (KDOT)

State of Kansas Department of Administration
DIVISION 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 KDOT Bureau of Personnel Services.
CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

Agency #

Position

PART I - Position Information

1. Agency Name KS Dept. of Transportation	9. Position Number 00-06-33-857 / K0237166	10. Budget Program Number
2. Employee Name (leave blank if position vacant)	11. Present Civil Service Title / FLSA code (if existing position) Uncl. Engineering Associate I / Non Exempt	
3. Division Engineering and Design	12. Proposed Civil Service Title	
4. Section Bureau of Road Design	**For use by Personnel Office**	
5. 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 X Part time Temp 100 %	15. By Approved 16. Audit Date: By: Date: By:	
8. Regular hours work: (check appropriate time) FROM: 8:00AM TO: 5:00 PM	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 professionally supervised on-the-job training in engineering. Structural design tasks may range from routine to fairly complex. Timely completion according to guidelines given is required. Checking of work for quality and quantity is mandated.

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
Bass, Stephen	Professional Civil Engineer (II) (Road Design Leader)	00-06-33-806 / K0225066

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.

General instructions are given by Engineers and Technicians orally. Guidance is given the employee through specifications, established office procedure, technical publications, and completed examples of similar work. Work is reviewed for soundness and results. The employee is in training and will not be required to make critical decisions.

(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: Consequences of error could result in constructability and maintainability cost issues, or result in construction delay.

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	
			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	ROAD DESIGN: While in the Bureau of Road Design, the EA I works with horizontal and vertical alignments, sight distances, traffic tamers, hydrology, hydraulics, and earthwork calculations. The employee may also participate in preparing cost estimates. This person is also introduced to design manuals, technical reports, and computer programs. Assignments and training will be coordinated through squad.
2	20	E	ENGINEERING BUREAUS: The EA I will be assigned to a rotation to the following areas: Bureau of Transportation Planning, Bureau of Maintenance, Bureau of Research, Bureau of Local Projects, Bureau of Traffic Engineering. Rotation allows KDOT to train and develop new engineers in order to maintain an engineering staff sufficient to complete required responsibilities. The employee performs engineering assignments and gains experience while in a training status.
3	20	E	FIELD CONSTRUCTION: The EA I is assigned to an Area Engineer's office and receives on-the job training consisting of construction inspection, and district and area offices orientation. The employee performs such duties as surveying, staking right-of-way, checking computations, calculating final pay quantities on construction projects, and inspection of work performed by contractors by reviewing construction and applicable specifications.
4	15	E	STRUCTURES DESIGN: While in the Bureau of Structures and Geotechnical Services the EA I participates in such activities as analyzing stresses in bridge decks and studying the hydraulics of drainage structures. The employee will be introduced to structural and hydrologic computer programs, design manuals, and technical reports.
5	5	M	NON-ENGINEERING OPTIONS: EAs will also have the opportunity to select a visit outside the Engineer program if interested such as the Bureau of Fiscal Services, the Office of Management and Budget, the Bureau of Computer Services, and the Bureau of Support Services. Headquarters Orientation: The training program is generally summarized by a one day orientation. During this time, the EA I will acquire an overview of KDOT, meet KDOT principals, and become acquainted with peers. Other duties as assigned.
6.		E	**Must be capable of performing the essential physical functions detailed in Section 28.**
			Work is reviewed frequently by technical and professional supervisors for adherence to written, oral or published guidance and instructions. Each rotation will conclude with an evaluation of the EAs job performance while on the rotation.

* 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**
none	

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

Contact will be made with other personnel in the Bureau of Structures and Geotechnical Services and in other Bureaus as the employee completes the Rotational Training Program.

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.
(X) Other: Normal office environment. Some field work may be required in the training program.

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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.

Calculator, Personal Computer – daily. Mainframe Computer, CADD Hardware – as required.

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

PART III -- Education, Experience and Physical Requirements

26. **REQUIRED CLASS SKILLS**

Bachelor's degree in engineering

27. **SPECIAL REQUIREMENTS**

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

( ) Professional Civil Engineer License
(X) Engineer in Training Certificate (Engineering Intern)
( ) 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 _____

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

Graduation from a four year college or university, preferably in Civil Engineering.
Certification as an Engineering Intern is required by the one year anniversary.

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. Attending meetings/ planning.	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. To handwrite notes, etc.	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).	2 lbs	Occasional
	Lift, Waist to shoulder – To access/handle largest 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

PART IV -- Signatures

Signature of Employee Date

Signature of Personnel Official Date

Signature of Supervisor Date

Signature of Appointing Authority Date