DA 281-2 (Special)
Rev. 01-97 (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 # 276

Position

PART I - Position Information

1. Agency Name **KS Dept. of Transportation**	9. Position Number **00-35-43-810/ K0238412**	10. Budget Program Number **99170**
2. Employee Name (leave blank if position vacant)	11. Present Civil Service Title / FLSA code (if existing position) **Unclassified / Engineering Technician / Non-Exempt**	
3. Division **Division of Planning and Development**	12. Proposed Civil Service Title	
4. Bureau **Bureau of Transportation Safety and Technology**	**For use by Personnel Office**	
5. Unit **Signing / Traffic Control**	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 100%** Part Time Temp	15. By 16. Audit Date: Date:	Approved By: By:
8. Regular hours work: (check appropriate time) FROM: 8**:00 AM** TO: **4:30 PM M-F**	17. Position Review Date: Date:	By: 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 serves as Traffic Control Technician in the Traffic Control Unit for the development and review of traffic control plans to meet current policies, guidelines, and standards.

---

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**
Eric Kocher	Unclassified Professional Civil Engineer I (Temporary Traffic Control Engineer)	00-35-43-809 / K0234045

---

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 has some latitude in completing the work assigned.
b) KDOT, Federal Highway Administration (FHWA), and American Association of State Highway & Transportation Officials (AASHTO) policy manuals are furnished to the employee. Training by employer-sponsored courses is ongoing and includes instructions in the latest technology developments. Applicable state laws and regulations are furnished to the employee. Further in-depth knowledge of the appropriate specialty is obtained through considerable self-study by the employee.
c) Assignments are of a general nature, and the employee may receive guidance from either the supervisor or lead worker while completing assignments. The employee works out all necessary details to complete the job.

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:
Improperly designing traffic control devices could contribute to a traffic operational problem resulting in injury or property damage and possible tort liability. Work generated by this position is reviewed by the Engineering Technician Specialist or the supervisor for compliance and major design flaws.

---

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.	35%	E	**Plan Review** With the assistance of the Traffic Control Engineer or the Traffic Control Specialist, reviews temporary traffic control and sequencing plans from consultants, Local Projects, Access Management, Traffic Engineering, and others for compliance with current state and federal design criteria. Coordinates with the Traffic Control Engineer on any situation that does not fall within the standards and policies of KDOT.
2.	35%	E	**Plan Preparation** Reviews plans from consultants or from Bureau of Road Design and understands the work being completed. Makes assessment of the traffic control needed to effectively route traffic through or around the work. Applies appropriate standard drawings to simple projects and develops, drafts, and details project specific plan sheets as needed. Develops, drafts, and details both preliminary and final plans for traffic control based on current standards and policies by use of Computer-Aided Design and Drafting (CADD) or conventional techniques. These plans typically have complicated traffic control for projects with multiple phases. Computes quantities and/or checks others' quantity computations. Makes contacts to obtain the necessary information for the development of these plans.
3.	10%	E	**Provides Guidance** Provides technical guidance to consultants and others regarding the proper development of traffic control plans for KDOT using written and verbal communication. Assists other KDOT bureaus, district personnel, consultants, and any other concerned entities in the preparation of traffic control plans.
4.	10%	E	**Provides Training**. Assists the Traffic Control Engineer and the Traffic Control Specialist in providing training to KDOT and consultant inspectors on the interpretation of traffic control plans and the proper installation of devices. Participates in site reviews and assists in documenting strangths and weaknesses of traffic control installations.
5.	05%	E	**Maintains Standards and Specifications** Is responsible for making revisions to the Traffic Control Standard Drawings and other drawings for conformance to standards of the MUTCD and KDOT policies and practices using CADD and KDOT publishing techniques.
6.	05%	M	**Attends Training and Performs Other Duties** as assigned.
		E	**Must be able to perform the Essential Physical Requirements 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?

Contact with the public is infrequent, concerning traffic and safety issues.
Contact with internal officials and other employees is on a daily basis to accomplish the functions of the position.
Contact with outside consulting firms is frequent to obtain information regarding plan development.

---

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.
(X) Works in traffic.
(X) Other: Vehicle traffic when driving a state vehicle and performing on-site reviews is a hazard.

---

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

- Calculator Daily
- Computer Daily
- CADD System Daily
- State Vehicle Occasionally
- Telephone Daily
- **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: Two years of experience in engineering technical support. Education may be substituted for experience as determined relevant by the agency.

---

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 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.)**
(X) Other: Valid Class C Driver's License

b) List preferred education or experience that may be used to screen applicants.
- Experience in the use of CADD and computer applications
- Familiarity with basic traffic signing principles

---

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. <u>All job duty physical demands are essential physical functions of this position and the employee must be able to perform them</u>.

<u>Definition of Frequency</u>:

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

---

PART IV -- Signatures

Signature of Employee_____Date_____Signature of Personnel Official_____Date_____

Signature of Supervisor_____Date_____Signature of Appointing Authority_____Date_____