

# Position Description KDOT Generic Unclassified - 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

<b>PART I - Position Information</b>			Agency #
1. Agency Name KS Dept. of Transportation	9. Position Number <b>05-09-21-805 / K0236960</b>	10. Budget Program Number <b>7110</b>	Position
2. Employee Name (leave blank if position vacant)		11. Present Civil Service Title / FLSA code (if existing position) <b>Equipment Mechanic UNCL / Non-Exempt</b> (Equipment Mechanic – working title)	
3. Division <b>Field Operations</b>		12. Proposed Civil Service Title	
4. Section <b>District 5</b>		<b>For use by Personnel Office</b>	
5. Unit <b>Maintenance District Shop</b>		13. (a) Allocation <span style="float: right;">(b) FLSA code</span>	
6. Location (address where employee works) City Hutchinson County: <b>Reno</b>		14. Effective Date	
7. (Check appropriate items) Full time <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> 100% Part time <input type="checkbox"/> Temp <input type="checkbox"/>		15. By <span style="float: right;">Approved</span>	
8. Regular hours work: (check appropriate time) FROM: <b>8:00AM</b> TO: <b>4:30 PM</b>		16. Audit Date: <span style="float: right;">By:</span> Date: <span style="float: right;">By:</span>	
		17. Position Review Date: <span style="float: right;">By:</span> Date: <span style="float: right;">By:</span>	

**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.

(a) This position exists to provide skilled mechanical work for the maintenance and repair of equipment in support of KDOT's construction and maintenance activities. Provides skilled welding and fabrication work. Completes work orders, handles procurement of parts including ordering and tracking.

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
<b>Nathan Barringer</b>	<b>Equipment Shop Supervisor</b>	<b>05-09-21-801 K0224926</b>

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) Employee has considerable latitude within the scope of the repair work assigned.
- b) Employee receives written and verbal instructions, uses technical manuals and receives guidance from the supervisor.
- c) Mostly verbal instructions of a specific nature.

- (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.
  - 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:

A unit is in the shop for repair and the employee makes a decision not to repair the unit. While in service, the unit fails causing damage to the unit and possible injury to employees or others.

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.**

This position does highly skilled mechanical work in the maintenance and repair of heavy gasoline and diesel powered heavy equipment.

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|----|-----|---|---|
| 1. | 35% | E | Performs a full-range of mechanical overhaul and repair of light, medium and heavy-duty vehicles and equipment to include occasional repairs in the field.  |
| 2. | 15% | E | Diagnoses malfunctions and troubleshoots to determine cause of failure on complex systems. Makes a working diagnosis of mechanical failure by means of specialized testing equipment and visual or auditory checks. |
| 3. | 15% | E | Performs tune-ups, electrical repairs, maintenance and adjustments on both automotive and heavy-duty equipment.   |
| 4. | 10% | E | Maintains standard shop manuals, shop records, work orders, and parts orders as necessary. Obtains parts and maintains purchasing records as necessary.   |
| 5. | 10% | E | Obtains parts from approved vendors with the proper approval and maintains purchasing records as necessary.   |
| 6. | 5 % | E | Performs oxyacetylene cutting and/or electrical welding and fabrication of repair parts.  |
| 7. | 10% | M | Performs minor body repair.   |

Performs other related work as assigned to include occasional repairs in the field. Operates snowplow trucks to fill in at various locations, as required.

**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.

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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?

Daily contact with other employees in the Area Shop and occasional contact with employees from the Districts and Sub-Areas. Occasional contact with parts vendors and the public while obtaining replacement parts.

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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, gasses, dust, an/or poor ventilation.
- Works in traffic.
- Other: Exposure to a variety of hazardous chemicals and solvents.

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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.

Shop equipment, automotive testing equipment, and personal tools – continuously.

Pickup/Auto – occasionally.

Heavy trucks and equipment – occasionally.

**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: Six months of experience in automotive and/ or diesel mechanics to meet the needs of the agency. 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 90 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 and Equipment Mechanic positions.)**
- CDL - Employee must attain a Commercial Driver’s License with required endorsements or options within 90 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 and Equipment Mechanics.)**
- Other:

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

Prefer three to five years’ experience working as a mechanic or a minimum of one year of vocational education that is directly related to the position.

**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
Paperwork/computer work	Sit – At a seated computer workstation: In occasional meetings.	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.	N/A	Frequent
	Reach, above shoulder – 54” to access binders on shelves over desk.	N/A	Occasional
	Crouch or Bend – To access files out of bottom file cabinets.	N/A	Occasional
	Lift, Floor – Waist – To access files out of bottom file cabinets (most < 10 lbs.).	10 lbs.	Occasional
	Lift, Waist-Shoulder To access/handle boxes of miscellaneous items, (<15 lbs.) from desktop to shelf above desk.	15 lbs.	Occasional

