

## JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34396</b>
<b>Job Class Code:</b>	<b>820</b>	<b>Salary Schedule:</b>	<b>ANONREG</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>S4</b>
<b>Workers Comp Code:</b>	<b>5506</b>		

<b>Job Code Established:</b>	<b>09/07/00</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>06/21/05</b>	<b>Effective Date:</b>	<b>01/01/05</b>

**JOB CODE SERIES:** Transportation Series

**JOB CODE TITLE:** TRANSPORTATION CONSTRUCTION TECHNICIAN I

**HRIS TITLE:** TR CONST TECH I

**CHARACTERISTICS OF THE JOB CODE:** Regularly assigned duties will be performed under general supervision. Close supervision will be provided when performing unfamiliar or advanced level duties in a training capacity. Has the authority to notify supervisor of construction items or procedures which are not in compliance with specifications. Determine acceptability and mathematical accuracy of payrolls and reports submitted by contractors. Performs a variety of entry level highway work of routine difficulty and is normally assigned to more than one area of construction. Examples of duties assigned to this class are: chaining, rodding, and staking on a survey crew; receiving training in the inspection of minor construction items and the operation of survey instruments; conducting quality control tests such as nuclear density and sieve analysis tests and operating scales and inspecting spread operations; and performing introductory level engineering and constructions records maintenance and verification in a construction field office. Work product consists of completed work assignments within assigned area(s) of construction; completed training in multiple areas of construction and in advanced level duties within area(s) of assignment; established construction project files; payroll verification. Responsible for timely and accurate completion of assigned projects; proper use, operation, maintenance, and repair of assigned equipment; maintaining records of construction project payrolls, and ensuring accuracy of payroll calculations.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Weighs heavy earth moving equipment to determine amounts of construction materials being used; writes weight tickets. Collects weight tickets from truck drivers at dumping sites and computes, using weight figures, the area to be covered when material is dumped. Using sieve scales and calculator, analyzes crushed aggregates for gradation requirements by finding the percentage of given aggregate sizes of materials sample. Takes soil samples of construction project and then analyzes samples infield laboratory to determine compaction and moisture content. Participates in field engineering surveys, including setting up level and transit, taking notes, holding rod and chain. Maintains project files, construction documents and quantitative construction records; examines forms and documents for accuracy; performs basic mathematical calculations. Fills in precise information on a variety of forms, reports, and records, from a variety of highly specific sources. Fills in time sheets, records of work performed, expense vouchers, vehicle reports, or other routine work reports. Confers with supervisor on regular basis, discussing work processes, incidents, problems and plans, and receiving advise, counseling, and instruction. Inspection of minor construction items. Performs related work as required.

**WORK CONDITIONS:** Depending on area of assignment, may be exposed to extreme weather conditions, required to travel frequently and/or required to lift heavy materials. Subject to hazards of moving traffic when working in construction areas.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Tools, equipment, and vehicles utilized within the area(s) of assignment; agency standards, policies, and procedures applicable to the area(s) of assignment; approved record

keeping and documentation methods, procedures, and techniques; basic mathematics used in the computation of a variety of construction items.

**Skill/Ability to:** Operate and maintaining a variety of construction survey and quality control equipment; operating a variety of office equipment including a calculator; reading and interpreting a variety of construction documents, including highway maps and plans; safe operation of automotive equipment; verbal and written communications.

**SPECIAL SELECTION FACTORS:** A medical/physical evaluation is required prior to appointment.