

JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34399
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	03	Grade:	S7
Workers Comp Code:	5509		

Job Code Established:	05/08/92	Effective Date:	
Job Code Revised:	06/21/05	Effective Date:	01/01/05

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION CONSTRUCTION TECHNICIAN IV

HRIS TITLE: TR CONST TECH IV

CHARACTERISTICS OF THE JOB CODE: Serves as a lead technician, under the general supervision of the Engineer-In-Charge or designated representative, coordinating activities on highway construction project(s), including survey, quality control, inspection, project lab, and project office

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Inspects and documents the most complex contract items, such as structures and concrete or asphalt pavement; performs related duties as necessary due to staffing requirements. Oversees the activity of a project lab performing project-related tests, and the work activities of a construction project office. May function as the primary contact for contractors, consultants, and ADOT employees on either a minor project or a segment of a major project. May resolve issues of conflict with contractors, initiate change orders, or force accounts. Schedules and reviews completed work of other employees and provides training. Develop work schedules and assign and direct employees to meet overall expectations related to assignments. Review technical problems and develop procedures and recommendations for resolution of issues related to assignments. Review, verify and approve calculations, test results and documentation for assignments. Perform inspection, survey, documentation, and testing as required for construction projects. Consult with contractors, local agencies, and citizens to develop alternative solutions to resolve issues in conflict at the lowest level in the field, and prepare recommendations for project management. Review construction plans, specifications, and documentation to ensure compliance with federal, state, and local requirements. Prepare project related documentation to ensure conformance with all applicable laws, rules, regulations, and standards. Provide training, coaching, and guidance to employees as directed. Review and verify contractor pay quantities before downloading into CPE program. Review and/or prepare contract documents related to force accounts, change orders, supplemental agreements, and financial documentation for completed projects. Attend meetings and represent the Division as directed. Perform related work as required.

WORK CONDITIONS: Frequent travel. Considerable exposure to extreme weather conditions and hazardous traffic conditions depending upon assignment

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Principles and practices of civil engineering related to the construction of state highway system roadways. Construction inspection methods, procedures, and techniques. Construction survey and materials testing and procedures. Project-related contract, plans, specification and documentation. Verification and review procedures and practices. Federal, state and agency standards, policies and practices. Approved record-keeping and documentation

procedures. Materials and equipment used for highway construction and materials testing purposes.

Skill in: Work scheduling and management. Analysis and preparation of data. Written and verbal communication.

Operation of equipment for completion of assigned duties.

Ability to: Work under the general supervision of an Engineer-In-Charge of a project or representative. Schedule, assign, direct, and review the daily work activities of project employees. Ensure the safe completion of all work assigned personally and to subordinate employees. Complete assignments to acceptable standards in a timely manner. Ensure that materials, equipment, and procedures used comply with agency standards.

SPECIAL SELECTION FACTORS: Employment is contingent upon passing a physical examination.