

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34507
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	08	Grade:	S1
Workers Comp Code:	5506		

Job Code Established:	12/08/06	Effective Date:	01/24/07
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Highway Operations Series

JOB CODE TITLE: HIGHWAY OPERATIONS WORKER

HRIS TITLE: HWY OPS WORKER

CHARACTERISTICS OF THE JOB CODE:

This is the trainee level for the highway operations technician series. Employees learn a broad scope of basic introductory-level highway operational duties related to items such as operation of motorized vehicles and equipment, striping/signing of state and interstate roadways, pavement care and preservation, landscape care and preservation, roadside shoulder restoration and repairs, delivery of equipment and materials, snow removal operations, sign fabrication, environmental compliance, and vehicle and equipment care. Employees attend work unit staff meetings and agency training sessions to acquire knowledge and skills needed for advancement to or for effective performance as a Highway Operations Technician. Employees work in one specific operational area: roadway, landscaping, signing or striping.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties.

1. ROADWAY:

Learn to operate truck mounted and/or standalone motorized vehicles and powered/non-powered equipment and tools to perform assigned work duties. Learn to inspect and repair highway system features and components as assigned. Learn to repair and replace signs, fences, guide posts, and guardrails. Learn to clean culverts and drains; to dispense various liquids, asphalt and chemical products used in roadway repair and removing ice conditions. Learn to set up safety cones and other traffic control, directional devices. Learn traffic control and flagging methods and procedures. Learn to repair and/or replace delineator posts; to install, replace and clean reflectors and other marking devices. Learns to control weed growth. Learn vehicle and equipment care and maintenance.

As instructed, pick up and dispose of trash, delivers equipment/materials to work sites; shovel materials (hot and cold asphalt, concrete, gravel, sand, soil) from truck beds or surface sites to repair holes in roadways; rake and level; patrol highways to detect and report unsafe conditions; assist in removing hazardous conditions, changing speed limit signs, closing roads, directing traffic, and rendering assistance to the traveling public as necessary.

2. LANDSCAPING:

Learn to operate small to medium-sized motorized vehicles and powered grounds equipment (e.g., pickup trucks, tractors, riding mowers, hydro seeders, fork lifts, cranes, chippers, mulchers, sweepers, etc). Learn to prune and trim plants, trees and palms; mow, edge and trim turf and areas around trees and plants. Learn to dig trenches, use a variety of plant chemicals and cleaning

solutions. Learn to plant, remove and replace plants and to install and utilize sprinkler, irrigation and flood irrigation systems.

3. SIGNING:

Learn to install and maintain roadway signs, delineators, mile posts, markers and symbols. Learns to maintain and install large, overhead interstate signs. Learn to conduct inspections of signs, markers, symbols, etc., to determine need for repair/replacement. Learn to use truck mounted or hand held augers to prepare holes for support structures. Learn to use drive jack hammers and soil/concrete mixers. Learn to assemble sign components and secure signs to support structures; to install/repair a variety of markings/symbols to highway surfaces and related appurtenances, (e.g., bridges, guardrails, mileposts, etc). Learn to read and interpret Federal, State and local codes, laws, regulations, policies and procedures in order to prepare reports or utilize in work activities. Learn to maintain an inventory of roadway signs, delineations, and markings for use in work; to order, receive, and warehouse stock. Learn to perform standardized inspections and preventative maintenance on vehicle, powered/non-powered equipment and hand tools; to maintain written record of materials used, equipment and man hours expended, vehicle mileage, and other information as required for work projects. Learn to set up safety cones and other traffic control, directional devices. Learn traffic control and flagging methods and procedures

4. STRIPING:

Learn to drive and operate a striping truck, following directional arrows and striping patterns in accordance with established operation and safety procedures. Learn to operate support vehicles, including an 18-wheeled semi-truck with up to an 80,000 pound load, in the striping train to provide proper traffic control, quality assurance and maintain safety of crew and public. Learn to operate controls for center, edgeline, and automatic skip lines to apply paint and reflective beads to roadways. Learn to mix paint and beads and to operate paint transfer pumps used to refill supply and striping tanks. Learn to test spray patterns. Learn to clean, perform preventative maintenance, trouble shoot and repair the striping truck and auxiliary equipment. Learn to read and interpret striping plans, measure distances using plans and diagrams, and to use string lines and tape measures to layout longitude and transverse pavement markings. Learn to operate a forklift and transport supply truck. Learn to set up safety cones and other traffic control, directional devices. Learn traffic control and flagging methods and procedures

WORK CONDITIONS: Depending on the work location and assignment, positions allocated to this classification can encounter extremes of cold and heat, considerable time away from home base and rugged terrain. Most duties are performed under high speed traffic conditions.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge: some knowledge of: procedures, practices and methods of operation, preventive maintenance and minor repair of vehicles and equipment used in various operational areas; federal, state, and agency laws, rules, regulations, policies and procedures pertaining to work activities, safety practices and public contact/customer service practices; materials, chemicals, equipment and tools used in work activities; established work methods and standards, including some knowledge of the Manual of Uniform Traffic Control Devices (MUTCD); procedures and practices established for the work section; basic math, English, computer systems; oral and written communication

Skill: Basic skills in: applying and making minor interpretations of federal, state and agency laws, rules, regulations, policies, and procedures pertaining to work activities, safe practices, and public contact; using proper materials and tools, vehicles, and equipment to perform work activities within established work methods; oral and written communications; problem solving and interpersonal relationships.

Ability to: perform basic tasks; comprehend directions; work under close direction; learn to use proper materials, tools, vehicles and equipment specific to work activity; plan, coordinate, analyze, and perform multiple tasks; to learn computer systems, traffic control methods, practices and procedures, federal, state, and agency laws, rules, regulations, policies and procedures pertaining to work activities; learn safety practices and public contact/customer service practices; learn to apply and interpret procedures and practices established for the work section; learn the tasks being trained for; learn to comply with all safety rules, regulations and established practices; learn to apply self-study to increase and expand knowledge base; learn to communicate effectively, and work under stressful conditions

KSAs are typically obtained through experience and/or education in:

- High school education or GED
- Motorized equipment operation
- Experience equivalent to a general laborer in the public or private sector

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs).

SPECIAL SELECTION FACTORS:

- Must possess an Arizona Driver's License at time of appointment. An Arizona Commercial Driver's License with proper endorsements is required before permanent status is granted.
- A medical/physical evaluation and drug testing is required prior to appointment.