

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34509
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	08	Grade:	S5
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 TECHNICIAN 2

HRIS TITLE: HWY OPS TECH 2

CHARACTERISTICS OF THE JOB CODE:

This is the entry journey level for the highway operations technician series. Employees perform a broad scope of intermediate level highway operational duties, including scheduling, assigning and overseeing subordinates work, inspecting work, training and guiding staff 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, ice/snow removal operations, signing operations, recordkeeping, work management reports, inventory, budgeting, data entry, contract preparation and tracking, environmental compliance, and vehicle and equipment care. 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:

Operate and train others on truck mounted and/or stand alone motorized vehicles and powered/non-powered equipment and tools to perform assigned work duties. Inspect, repair and train others on highway system features, safety and components. Perform ice/snow removal operations. Set up safety cones and other traffic control, directional devices and directs traffic around work sites using hand held flags and/or signs, utilizing standardized traffic control and flagging methods and procedures. Coordinate and document alternate work resources such as prison work crews and contracted services. Provide administrative support to the supervisor including research, manpower and operational planning, preparing activity and operational reports. Maintain maintenance management performance system for assigned section including oversight of computer entry and work report uploads. Assist with developing annual work plan and budget. Supervise day-to-day work activities in regard to labor, equipment and materials. Oversee field work activities and make crew work adjustments as needed.

2. LANDSCAPING:

Perform and train others on landscape care and preservation activities. Operate and train others on 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. Prune and trim plants, trees and palms; mow, edge and trim turf and areas around trees and plants. Dig trenches; plant, remove and replace plants; install, utilize, and care for sprinkler, irrigation and flood irrigation systems. Set up safety cones and other traffic control, directional devices and directs traffic around work sites using hand held flags and/or signs, utilizing standardized traffic control and flagging methods and procedures.

Provide administrative support to the supervisor including research, manpower and operational planning, prepare activity and operational reports. Maintain maintenance management performance system for assigned section including oversight of computer entry and work report uploads. Assist with developing annual work plan and budget. Oversee day-to-day work activities in regard to labor, equipment and materials. Oversee field work activities and make crew work adjustments as needed.

3. SIGNING:

Work independently installing and maintaining all hand-held type roadway signs and the delineators, mileposts, markers and symbols in an assigned area within a highway district; leads and trains assigned staff w; assists, as required, in maintaining and installing large, overhead interstate signs. Recommend and independently adjust job instructions to adapt to terrain and specification relationships; determine need and schedules equipment for major maintenance; counsel and advise staff in signing/markings work.

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

4. STRIPING

Drive, operate and train others on the operation of a striping truck, following directional arrows and striping patterns in accordance with established operation and safety procedures. Operate and train on the operation of 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 to crew and public. Operate controls for center, edgeline, and automatic skip lines to apply paint and reflective beads to roadways. Mix paint and beads; operate paint transfer pumps to refill supply and striping tanks; test spray patterns; perform cleaning, preventative maintenance, trouble shooting and repair on striping truck and auxiliary equipment. Read and interpret striping plans; measure distances using plans and diagrams; and use string lines and tape measures to layout longitude and transverse pavement markings. Operate a forklift and transport supply truck. Set up safety cones and other traffic control, directional devices, utilizing standardized 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, rugged terrain, and high speed traffic conditions.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: procedures, practices and methods of operation, preventive maintenance and minor repair of vehicles and equipment used in various operation 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; procedures and practices established for the work section; Manual of Uniform Traffic Control Devices (MUTCD) traffic control for work zones; math, accounting, English, grammar, computer systems; effective oral and written communication

Skill/Ability to: apply and make interpretations of Federal, State and agency laws, rules, regulations, policies, and procedures pertaining to work activities, safety practices and public contact/customer service practices; use proper materials and tools, vehicles and equipment specific to work activity; plan, coordinate, analyze, and perform multiple tasks; communicate effectively, comprehend directions, and work under stressful conditions

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

- High school education or GED
- Work experience equivalent to Highway Operations Technician 1
- Technical training related to Highway Operations
- Repair, maintenance and operation of vehicles and equipment

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

SPECIAL SELECTION FACTORS:

- A medical/physical evaluation and drug test is required prior to appointment
- Some positions may require the possession of a Commercial Driver's License with proper endorsements at time of appointment
- Some positions may require licensing through the State Board of Pesticide Control to dispense herbicides/pesticides in accordance with Landscape rules and regulations