

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34512
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	08	Grade:	S7
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 4
HRIS TITLE: HWY OPS TECH 4

CHARACTERISTICS OF THE JOB CODE:

This is the Field Supervisor/Senior Journey level for the Highway Operations Technician Series. Employees in this classification are the technical leaders within a one or more specific operation sections: Roadway, Landscaping, Signing or Striping. They establish priorities, communicate these to the crews and assist with the day-to-day operation of section. Train employees and oversee and inspect the work. Confer with superiors, present and resolve difficult problems or questions, discuss plans and actions to be taken. Make decisions and act on behalf of the supervisor in his/her absence.

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

Perform a broad scope of high level highway operational duties, including scheduling, assigning and overseeing subordinates work, inspecting work, training and guiding staff in duties such as operation of motorized vehicles and equipment, striping or signing of state and interstate roadways, care and preservation of pavement and landscape, restoration and repairs of roadside shoulder, delivery of equipment and materials, snow removal operations, permit compliance, signing operations, recordkeeping, , budgeting, data entry, contract preparation and tracking, environmental compliance, and vehicle and equipment care

Oversee and inspect work products of multiple operations, direct in-house and contracted services, compile management reports, coordinate with other government agencies, utilities, and businesses regarding encroachments and asset preservation. May assist Management in the compiling the Annual Work Plan, coordinating resources, contracting services and items, and in facility management.

May review, monitor, and control amounts expended from the budget. Through analysis of highway management records, may produce management reports on various subjects, including determining the feasibility of contracted services, skill level requirements, insurance recovery, materials costs, equipment rates, personnel costs, employee related expenses and overhead. May maintain maintenance management performance system for assigned section including oversight of computer entry and work report uploads.

May inspect, determine need for, and schedules repairs of equipment, including emergency repairs that would affect integrity of the highway system. Read, interpret, and apply specifications and drawings; purchase materials and supplies and inspects materials and products for acceptance; recommend improvements in work processes.

May also give guidance to the public regarding transportation issues

WORK CONDITIONS: Depending on the work location and assignment, some outdoor work 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: extensive 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; knowledge of math, accounting, English, grammar, computer systems; effective oral and written communication; office procedures, procurement, PeCos reporting and coding, feature inventory and customer service; contract procedures and practices established for the work section.

Skill/Ability to: apply and make advanced level interpretations of federal, state, and agency laws, rules, regulations, policies and procedures pertaining to work activities, safe practices and public contact/customer service practices; use of and train on the use of proper materials and tools, vehicles and equipment specific to work activity; plan, coordinate, analyze, and perform multiple tasks; communicate effectively; comprehend and give directions; read, interpret and apply specifications and drawings; inspect materials and products for acceptance; solve problems and make decisions within established procedures and practices of work section; interpersonal relationships, leading and coaching; and work under stressful conditions; to learn and adapt to changing priorities.

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

- High school education or GED
- Work experience equivalent to Highway Operations Technician III
- 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