

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34513</b>
<b>Job Class Code:</b>	<b>820</b>	<b>Salary Schedule:</b>	<b>ANONREG</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>S9</b>
<b>Workers Comp Code:</b>	<b>5506</b>		

<b>Job Code Established:</b>	<b>12/08/06</b>	<b>Effective Date:</b>	<b>01/24/2007</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Highway Operations Series

**JOB CODE TITLE:** HIGHWAY OPERATIONS TECHNICIAN SUPERVISOR

**HRIS TITLE:** HWY OPS TECH SPV

### **CHARACTERISTICS OF THE JOB CODE:**

This is the unit Supervisor level for the highway operations technician series. Employees perform a broad scope of supervisory level highway operational duties, which include developing, implementing and monitoring an annual work program, assuring the scheduled work activities and production can be accomplished within the annual budget; composing a strategic plan in line with the department's goals; and supervising work crews and administrative staff. Employees in this classification are accountable for maintaining the roadway and roadside and its features to the desired level of service; incident response and incident management; timely and accurate production of signs and traffic control devices. This classification is also responsible for ensuring proper operation and maintenance of the light and heavy equipment fleet assigned to it's org; ensuring that operators are properly trained and qualified under the Equipment Operator Training Evaluation Program and ensuring the proper training of work crews on the Manual on Uniform Traffic Control Devices and department supplements for traffic control; ensuring traffic control devices are fabricated and/or installed correctly. This classification works with superiors in establishing areas for spot repair and major rehabilitation pavement projects, recommends locations for new projects and provides input into project development processes. Employees work in one specific operation section: 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.

Prepare, execute and adjust annual work program of assigned org; monitors operations work plan implementation to ensure quality, timeliness and proper performance of operations activities. Schedule highway operation technicians, equipment, materials and contractors needed to accomplish assigned tasks; oversee expenditures for compliance with policies and procedures; supervise work crews as needed to safely and efficiently perform highway operations work, fabricate products, operate equipment and respond to incidents. Perform performance appraisals and initiate disciplinary actions on employees; determine training needs for employees beyond the mandatory classes; approve time sheets, annual leave and overtime; administer personnel policies and procedures for appointments and for recommending disciplinary actions. Monitor org budget to ensure expenditures are within guidelines for work accomplishments and in compliance with procurement policies. Review plans, specifications, and project assessments; provide technical input to construction orgs during projects; develop projects for submittal to construction program; develop and review technical specifications for maintenance contracts, administer contracts and service agreements; provide technical expertise for the purchasing of new or replacement equipment and developing strategies for addressing roadway deficiencies.

On a routine basis, visually inspect all roadway/roadside features in assigned geographic area, to determine maintenance priorities and needs; insure compliance with design criteria and current safety standards. Monitor permits work for compliance with permit specifications and department standards;

monitor right of way for unauthorized encroachments; coordinate work of volunteers, prison inmates, and other customers desiring to assist with the maintenance program.

**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 department's mission and goals; 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, OSHA requirements, 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; knowledge of math, accounting, English, grammar, computer systems; effective oral and written communication; state and department office procedures and procurement policies and procedures; PeCos reporting and coding, feature inventory; and customer service; contract procedures and practices established for the work section. Engineering principles and practices; contract specifications and contract administration; road and roadside materials; hydrology and hydraulic principles as it relates to drainage facility maintenance. Managerial practices and supervisory techniques; incident response and incident management techniques and local emergency management protocol; environmental regulations governing impacts cultural and biological resources and the waters of the U.S.; permits process relating to right of way encroachments; winter storm management principles, the utilization of data from the National Weather Services and ADOT Roadway Weather Information System; appropriate use and application of anti-icing and deicing chemicals; procedures and practices established for the work section; Manual of Uniform Traffic Control Devices (MUTCD) traffic control; 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:** plan, organize, supervise, assign, inspect and evaluate work of others; motivate, coach, evaluate staff and provide training and development; analyze complex highway maintenance problems, evaluate alternatives and recommend or adopt effective courses of action; develop and implement work standards; prepare clear and concise records, reports and other written materials; 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; read and interpret plans, standards, and specifications; conduct on the job training; computer use; negotiate and conflict resolution; inspect materials and products for acceptance; solve problems and make decisions within established procedures and practices of work section; establish and maintain interpersonal relationships; 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 IV
- 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:**

- Required training or equivalency: Supervisor Training in Accident Reduction Techniques (START), Equipment Operator Training and Evaluation Program, Maintenance Supervisor Training Program, Supervisor MUTCD Traffic Control Training
- Must possess an Arizona Driver's License at time of appointment
- A medical/physical evaluation and drug test may be required prior to appointment
- Some positions may require licensing through the State Board of Pesticide Control to dispense herbicides/pesticides in accordance with Landscape rules and regulations