

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97331
Job Class Code:	500	Salary Schedule:	ANONREG
EEO Category:	02	Grade:	S6
Workers Comp Code:	5506		

Job Code Established:	01/01/00	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION ROADSIDE DEVELOPMENT ANALYST

HRIS TITLE: TR ROADSIDE DVMT ANALYST

WORK DESCRIPTION: Designs and details plans for difficult and complex landscaping projects, including roadside rest areas; writes project specifications; maintains complete, accurate project files.

WORK ACTIVITIES: constructs final detail drawings in pencil or ink from preliminary drawings or rough sketches.

Constructs detailed drawing of landscaping, for rest areas, interchanges and other highway beautification projects.

Gathers data and supplies data for computer input in order to receive precise calculations for detailed engineering drawings.

Constructs perspective renderings of maps, structures and other features.

Develops quantity summaries of basic level for highway construction bid items; submits for approval of team leader or supervisor.

Develops quantity summaries for bid items for roadway construction (computes quantities of materials or services needed for a construction project).

Makes freehand drawings and illustrations for reproduction.

Draws architectural, electrical and highway delineations required to begin and complete a highway rest area or maintenance area construction project.

Inspects construction in progress, to assure its conformance with specifications, agreements and established requirements.

Files maps and retrieves maps from files according to a prescribed filing system.

Informs supervisor of routine problems which affect operations.

Attends work unit staff meetings; gives and receives information; participates in problem-solving and decision-making.

Other related tasks as may be assigned.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under the general supervision of a first-line supervisor and exercises limited independent judgment within established program standards and guidelines.

WORK RESULTS/PRODUCTS: Completed set of landscaping plans and specifications; project construction completed in accordance with approved standards and specifications.

RESPONSIBILITY: Timely and accurate completion of assigned projects; scheduling and prioritizing work assignments within established time frames.

AUTHORITY: Recommends changes to plans during final processing and construction; to make design decisions on assigned projects.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles and practices of landscape architecture as applied to landscape design and construction; agency standards, policies and procedures applicable to the area of assignment; materials used for landscaping projects; horticulture.

Skill in: designing, drafting and detailing landscaping plans.

Ability to: read and interpret a variety of technical data; establish and maintain work relationships with other agency staff and representatives of other governmental jurisdictions; communicate verbally and in writing.