

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV97332
Job Class Code:	500	Salary Schedule:	ANONREG
EEO Category:	02	Grade:	S9
Workers Comp Code:	5506		

Job Code Established:	04/23/84	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION ROADSIDE DEVELOPMENT TEAM LEADER

HRIS TITLE: TR ROADSIDE DVMT TM LDR

WORK DESCRIPTION: Supervises and directs the activities of a staff involved in landscape design; schedules work assignments for subordinate staff; independently designs the more difficult and complex landscape design projects; assigns work projects to subordinates.

WORK ACTIVITIES: 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.

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.

Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation.

Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions.

Reviews and evaluates work performance of subordinate workers; confers with workers; writes report for management and for record.

As first-line supervisor, initiates disciplinary action against employee for infractions of policy, rules or regulations; interviews employees, confers with superior, fills out and routes appropriate forms.

Devises a schedule of work or itinerary, agenda or timetable, or establishes priorities for self and subordinate-level workers on a daily or weekly basis.

Performs related tasks as may be assigned.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under the general supervision of the Transportation Roadside Development Supervisor and exercises limited independent judgment. Program standards, policies and procedures are established and well-defined.

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 work projects assigned to the work unit.

AUTHORITY: Makes routine decisions affecting the work unit.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles and practices of landscape architecture as applied to the planning and design of landscaping projects; agency standards, policies and procedures applicable to the area of assignment; horticulture; the reaction of both native and imported plant life to the varied soil and climate conditions in Arizona; principles and practices of work leadership and management.

Skill in: designing and drafting landscaping plans.

Ability to: apply the principles and practices of work leadership and management; plan landscaping; communicate verbally and in writing; read and interpret a variety of technical data.