

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97352
Job Class Code:	790	Salary Schedule:	ANONREG
EEO Category:	03	Grade:	S5
Workers Comp Code:	5506		

Job Code Established:	02/19/93	Effective Date:	
Job Code Revised:	01/24/07	Effective Date:	01/24/07

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION MAINTENANCE MANAGEMENT TECHNICIAN

HRIS TITLE: TR MAINT MGT TECH

WORK DESCRIPTION: Maintains administrative records and reports relating to the Maintenance Management System; reviews incoming data from the Districts to ensure conformance with program policies and procedures.

WORK ACTIVITIES: maintains file, keeps current by entering data; reviews and examines for errors and corrects, all in accordance with established practice.

Maintains a good record of material used, equipment and man hours expended, vehicle mileage and other information as required, for work projects.

Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact.

Searches for and retrieves information from files, and responds to informational requests requiring some judgment or discretion regarding current and specific business of the work system, as reflected in the records; this communication may be by telephone or by direct personal contact.

Compiles information for and writes periodic reports on activities of a work unit.

Codes data in preparation for data processing.

Calculates expenses, cumulative charges, receipts, or other fiscal data for daily and other periodic records; changes computations if necessary.

Inspects and examines various fiscal documents (example: funded documents, cash receipts and disbursements, budget sheets) to assure completeness and accuracy. Corrects distribution codes and sequence numbers as required.

Receives, examines, and records data regarding available and in-use maintenance materials in order to maintain control of inventory materials in shop and in field.

Reviews and analyzes causes of inaccuracies in inventory documents.

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.

Records prices of items purchased, for files and future reference.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

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

WORK RESULTS/PRODUCTS: Complete, up-to-date maintenance materials inventory records; complete, accurate maintenance expenditure reports; complete, up-to-date material cost listing.

RESPONSIBILITY: Scheduling and prioritizing work assignments, within established time frames; timely and accurate completion of all projects assigned.

AUTHORITY: Approves or disapproves data submitted by maintenance crews to ensure accuracy and completeness.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: materials and equipment used in highway maintenance operations; inventory control methods and procedures; agency regulations and standards applicable to the Maintenance Management System; computer programs available for use within the area of assignment.

Skill/Ability to: analyze and evaluate material and labor costs; reading and interpreting a variety of computer generated reports; interpersonal relations, as applied to contacts with other agency staff; oral and written communication.