

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97397
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	03	Grade:	S5
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 MATERIALS TECHNICIAN III

HRIS TITLE: TR MATS TECH III

WORK DESCRIPTION: Supervises and directs the activities of staff involved in maintaining project status files and updating pavement management information; codes pavement management data for computer input; reviews and evaluates computer output; may conduct field tests as required.

WORK ACTIVITIES: Instructs, guides and counsels subordinate-level workers in carrying out a variety of tasks. Reviews, verifies or inspects work of subordinate-level workers, for quality control. Conducts road survey in various parts of state by driving on roads and noting location, physical features, bridge types, right-of-way and other features. Sorts, separates and codes data in accordance with established methods and format. Encodes data for computer use in order to produce engineering reports. Corrects errors in computer output data, and resubmits to operations supervisor for a rerun. 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. Records data from controlled field operations. Assists in performing skid tests by turning water on and off at the appropriate times and marking the test location on the paper. Operates the mu-meter by positioning the ink-pens, switching the machine on and inscribing road descriptions on the chart paper to indicate the location of the testing. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under the general direction of a Transportation Engineer - Team Leader and exercises some independent judgment within established program parameters and guidelines.

WORK RESULTS/PRODUCTS: Complete, up-to-date pavement history files; completed reports; pavement management data entered into computer.

RESPONSIBILITY: Timely and accurate completion of assigned work projects; scheduling and assigning work projects for self and subordinate staff.

AUTHORITY: Approve or disapprove computer output; approve or disapprove work assignments completed by subordinate staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Knowledge of methods, procedures and techniques used in reducing and interpreting pavement management data; computer entry methods, procedures and techniques; Highway Surface Condition rating system; computer programs available for use in the work unit.

Skill/Ability to: reduce and code pavement management system data; operation of a variety of pavement performance test equipment; analyzing and evaluating a variety of technical data; interpersonal relations, as applied to contacts with other agency staff.