

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97401
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	03	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 CONSTRUCTION OPERATIONS TECHNICIAN I

HRIS TITLE: TR CONST OPS TECH I

CHARACTERISTICS OF THE CLASS: Works under the general direction of a Transportation Engineer - Supervisor, and exercises considerable independent judgment within established program policies and procedures. Approves or disapproves the issuance of engineering permits; makes recommendations for removal of outdoor advertising displays. Acts as the representative for a variety of engineering programs, in an assigned geographical area of a District; performs duties involving permits, Construction Manpower Management, engineering files maintenance, and contractor compliance programs; provides advice and assistance to the public. Work product consists of completed engineering permits; complete, up-to-date files and records; completed records required. Responsible for timely and accurate completion of all work assigned; scheduling and prioritizing work assignments within established time limits.

EXAMPLES OF DUTIES: Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiations, replying to inquiries, presenting or requesting information. Composes manual of policies and procedures for a work unit based on established guidelines and directives. Compiles information for, and writes periodic reports on, activities of a work unit. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Sorts, separates, and codes data in accordance with established methods and format. Examines source documents for data processing input and compares with specified standards. Corrects errors in computer output data, and resubmits to operations supervisor for a rerun. Devises and establishes schedule for training program based on a variety of factors relating to area needs. Elements are location, type of training, and number and identity of trainees. Conducts in service training for new employees. Conducts and participates in in-service training and staff development programs for regularly employed staff. Gathers and supplies data for computer input in order to receive precise calculations. Gather available data and fills in form sheets indicating progress of engineering projects for the project control sheet. Checks and verifies completeness and accuracy of scheduling estimates made concerning highway design projects prior to programming for computer use. Performs related work as required.

WORK CONDITIONS: Occasional daily travel through an assigned geographical area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: engineering records and reports available for use in researching encroachment and outdoor advertising permit data; computer programs available for use within the work unit; methods, procedures, and techniques used in evaluating contract compliance on a variety of highway projects; effective records maintenance methods, procedures, and techniques.

Skill in: reading and interpreting a wide variety of engineering data; reviewing and evaluating permit applications for proper content and format; maintaining and updating a variety of engineering files; oral and written communication.

Experience and Education: Typical ways to obtain the KSAs would be:

- One year of experience equivalent to the Transportation Construction Technician III or the Transportation Engineering Permits Technician II; OR
- two years of experience equivalent to the Transportation Engineering Administrative Records Technician II
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.