

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97402
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	03	Grade:	S7
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 II

HRIS TITLE: TR CONST OPS TECH II

WORK DESCRIPTION: Acts as a staff assistant to a District Traffic Engineer, and performs duties in a wide range of engineering programs, including the Construction Manpower Management, District Safety and District Training programs; maintains accurate, up-to-date engineering files and records.

WORK ACTIVITIES: Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information.

Composes manual of policies and procedures for a work unit, based on established guidelines and directives.

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 input data, and resubmits to operations supervisor for a rerun.

Devises and establishes schedule for training program based on a variety of factors relating to district 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 data and supplies data for computer input in order to receive precise calculations.

Gathers 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: No unusual work conditions.

SUPERVISION: Works under the general direction of a Transportation Engineer -Team Leader and exercises considerable independent judgment within established program policies and procedures.

WORK RESULTS/PRODUCTS: Completed training seminars; completed accident investigations; complete, up-to-date engineering records and files.

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

AUTHORITY: Makes determinations on cause of industrial accidents; makes recommendation for training needs.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: currently accepted training methods, procedures, and techniques; computer programs available for use in the work unit; safety precautions required within the work unit; effective records maintenance methods, procedures, and techniques.

Skill/Ability to: read and interpret a wide variety of engineering data; maintaining and updating a variety of engineering records; maintaining and updating a variety of engineering files; oral and written communication; interpersonal relations, as applied to contacts with other agency staff and the public.