

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97424
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	03	Grade:	S9
Workers Comp Code:	8601		

Job Code Established:	01/01/07	Effective Date:	01-24-07
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION ENGINEERING PERMITS TECHNICIAN SUPERVISOR

HRIS TITLE: TR ENGRG PERMITS SPVR

CHARACTERISTICS OF THE CLASS: Works under the direction of a Deputy District Engineer, Development Engineer or Section Manager and exercises independent judgment within established program parameters. Has the authority to approve or disapprove the issuance of a permit; issuing a notice of violation of the law to violators; decisions affecting proper construction of the project to standards authorized by the work unit. Supervises and directs the Permits Services of the Maintenance Section in the Highway Operations Group; administers the program by monitoring and controlling outdoor advertising, junkyards and encroachments on the State Highway System; OR is responsible for a specific geographical area of the state supervises a staff of technicians and performing duties in multiple permit programs. Work product consists of properly issued permit; notice of violation of rules issued to violator; renewal of an existing permit; statewide inventory of all signs; constructed projected in accordance with prescribed standards. Responsible for the proper administration of the permits control program; proper accountability for fees; schedules and assigns all projects assigned to the work unit; maintains records of all permits approved for junkyards, outdoor advertising and encroachments.

EXAMPLES OF DUTIES: Devises a schedule of work, itinerary, agenda or timetable, or establishes priorities for self and coworkers or team members on a daily, weekly, or other periodic basis. Resolves technical or work procedure problems and questions presented by subordinate level workers. 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. Examines and makes determinations on applications for the issuance of permits for outdoor advertising signs adjacent to state highways. Reviews and considers requests for driveway permits or streets that connect to the highway system, including significant improvements to the state highway systems, such as intersection widening, signal location, accelerating/decelerating lanes, drainage improvements, installation of utilities longitudinally and crossing highways, etc.; makes determinations and recommendations. After verifying eligibility, fills out forms directing issuance of permits. Informs permit holders of violations they may have; makes suggestions for correction. Consults manual, rule book, codes or regulations in order to find exact required course of action, determination, or authorization.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone, e-mail, fax or direct contact. Reviews construction plans and verifies that these are in accordance with designated specifications and other requirements. Inspects construction in progress to assure its conformance with specification, agreements, and established requirements. 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. Drives vehicle to various locations throughout the State, carrying out business of the work system. Attends work unit staff meetings; gives and receives information; participates in problem-solving and decision-making. Codes data in preparation for data processing input. Searches blueprints, maps, charts, records, and diagrams for specific

information regarding current construction or past work done in a future work site. Performs related work as required.

WORK CONDITIONS: May require occasional travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: policies, procedures and techniques applicable to the control and issuance of agency permits; procedures applicable to the proper accountability of permit fees; proper computer application and coding as used in the work unit; Federal and State statutes and agency standards, rules and regulations pertaining to proper control and enforcement of outdoor advertising, encroachment permits and other agency permits.

Skill/Ability to: work management and work leadership; reading and interpreting a wide variety of engineering data to include right-of-way plans; evaluating and making determinations on compliance with established standards; oral and written communications.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be:

- Experience equivalent to the Transportation Engineering Permits Technician III.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.