

OCCUPATIONAL GROUP: Transportation

CLASS FAMILY: Highway Maintenance, Drilling, Construction and Field Surveying

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to contribute to the safety, quality and efficiency of West Virginia's transportation system through the performance of manual and technical work in the construction and maintenance of the state's highways, related structures, buildings and equipment. Work is accomplished predominantly through, but not limited to, the operation of a variety of motorized equipment, traffic control and recordkeeping.

CLASS TITLE: Transportation Technical Associate 1

DISTINGUISHING CHARACTERISTICS:

These positions, under direct supervision at the apprentice level, perform unskilled to semi-skilled work in the construction and maintenance of the State's highways, related structures, buildings and equipment. They operate light motorized maintenance equipment, perform rough carpentry and perform minor maintenance duties on engines. These positions do not have supervisory or budgetary responsibilities. They may be exposed to hazardous working conditions and inclement weather. These positions require specialized licensures and certifications specific to the work performed at this level. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs routine work assignments: collects and disposes of refuse; cleans toilets and comfort stations; paints and stains structures and equipment; removes snow and ice on walkways and parking areas; digs holes and trenches; cleans culverts; cuts grass; seals joints and cracks on paved surfaces; loads and unloads equipment, supplies and materials and/or moves furniture.
- Assists in setting up barricades, flags and other traffic control devices and controls the flow of traffic through and around worksites.
- Provides assistance to other employees performing construction, maintenance and/or repair of the state's highways, related structures, buildings, machinery and equipment.
- Operates light vehicles and equipment, such as: pickup trucks, air compressor, jackhammer, mechanical aggregate spreader, sickle-bar and rotary-type mowing machines, power broom or water pump.
- Fabricates road signs, using rivet guns, electric drills, roller applicators, power punch presses and metal sheers.
- Performs basic servicing of vehicles and/or equipment, which may involve replacing equipment components.
- Performs minor electrical and mechanical repairs.

- Uses a variety of manual and power hand tools, such as: shovels, back-fill tamper and hand roller in the maintenance and repair of highways.
- May be required to operate other related highway maintenance equipment as employee training permits.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general safety procedures.
- Knowledge of methods, materials, tools and equipment used in the maintenance and repair of vehicles and other motor driven equipment.
- Knowledge of the operation of motor driven equipment.
- Skill in the use of tools and equipment used in the repair of motor driven equipment
- Ability to diagnose minor mechanical problems and determine appropriate procedures for repair.
- Ability to understand and follow oral and written instructions.
- Ability to learn from example and work cooperatively with others.
- Ability to maintain routine records (time cards, repair work orders).

MINIMUM QUALIFICATIONS:

Education: No formal training necessary.

Experience: No experience required.

Education and/or Experience Substitution: None.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Transportation Technical Associate 2

DISTINGUISHING CHARACTERISTICS:

These positions, under general supervision at the full performance level, perform skilled work in the construction and maintenance of the State's highways, related structures, buildings and equipment. They operate medium-sized motorized maintenance equipment, make major repairs and may perform major overhauls of engines. These positions do not have supervisory or budgetary responsibilities. May be exposed to hazardous working conditions and inclement weather. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs concrete work such as constructing forms, installing and tying reinforcing bars; pouring, vibrating and finishing concrete; repairing or replacing rubble, masonry, or stone walls; patching portland cement pavement and bridge decks; installing steel piling, steel reinforcing bars; and cleaning and painting structural steel.
- Makes repairs to and/or replaces interior structures, furniture and/or lighting fixtures.

- Installs simple electrical equipment and assists in the installation and repair of more complex electrical equipment.
- Repairs and replaces sinks, toilets, faucets, pipes, drains, and water lines.
- Moves furniture and equipment and loads and unloads supplies; paints vehicles and equipment; checks equipment and makes minor repairs; installs windshields and glass on vehicles.
- Repairs and forges hand tools and minor machinery parts using blacksmithing techniques and tools.
- Operates equipment, such as air compressors, paint sprayers, asphalt distributor, rubber tire endloader, roller, trench machine, boom mower, culvert cleaner, or mudjack.
- Drives dump, flat-bed, or tandem-axle trucks.
- Performs maintenance, repair and minor overhaul on gasoline powered equipment and may work with components on diesel powered equipment.
- Repairs highway maintenance vehicles and equipment using gas welders and other welding equipment.
- Changes and repairs tires on vehicles and heavy equipment using tire cage, hoists, impact wrenches and air compressors.
- Performs highway related construction and maintenance, such as highway coding, spotting, centerline and edge line striping in highway painting operations; installation and removal of sign posts; erects traffic control signs and barricades on construction and maintenance projects; seals joints and cracks in paved surfaces and repairs and constructs asphalt paved culverts.
- Fabricates road signs using rivet guns, electric drills, roller applicator, power punch presses and metal shears.
- Performs duties related to auto repair: repairs hydraulic brake systems, services drive line components, removes and replace alternators, starters, generators and batteries; services components of chassis assembly to include such repairs as replacing ball joints, tie rod ends, control arms, idler arms, wheel bearings, etc.; performs minor engine tune-ups and assists higher level mechanics in heavy equipment repairs.
- Maintains safe, orderly work areas.
- May set and detonate explosive charges for earth removal purposes.
- May be required to operate other highway maintenance equipment as employee training permits.
- May inspect vehicles for compliance with state regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the procedures, techniques and equipment used in the assigned area.
- Knowledge of the methods, materials, tools, and equipment used in the assigned area.
- Knowledge of the occupational hazards and applicable safety standards and procedures of the assigned area.
- Knowledge of maintenance and repair methods practiced in the building maintenance trades.
- Ability to repair and maintain tools and equipment used.
- Ability to read operating manuals and specifications in the assigned area.

- Ability to safely operate basic hand and power tools.
- Ability to climb high steel structures.
- Ability to operate and maintain highway equipment and attachments.
- Ability to diagnose less complex mechanical problems and follow appropriate procedures for repair.
- Ability to maintain routine records.
- Ability to use hand tools and operate motorized equipment in the assigned areas.
- Ability to understand and follow oral and written instructions.
- Ability to train and work cooperatively with other skilled and semi-skilled workers.

MINIMUM QUALIFICATIONS:

Education: No formal training necessary.

Experience: One to two years full-time or equivalent part-time verifiable experience related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance or metal work.

Education and/or Experience Substitution: Coursework related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance or metal work from a business or vocational school or regionally accredited college or university may substitute for the required experience on a year for year basis. For the equipment operation area of assignment a Class A or B CDL will substitute for the required experience.

Certificates, Licenses, Registrations: (1) A valid Motor Vehicle Operator's license may be required; (2) A valid class A or B Commercial Driver's License may be required for some areas of assignment; (3) Some positions may require certifications specific to the area of assignment.

AREAS OF ASSIGNMENT:

Automotive Body Repair
 Bridge Maintenance
 Building Trades
 Equipment Operation
 Equipment Repair
 Highway Maintenance
 Metal Work

CLASS TITLE: Transportation Technical Associate 3

DISTINGUISHING CHARACTERISTICS:

These positions, under limited supervision at the journey level, perform skilled work in the construction and maintenance of the State's highways, related structures, buildings and equipment. Some positions may erect and operate a drilling rig or serve as a working shop leader in a County Garage. Some positions may operate heavy motorized maintenance equipment, make major repairs, perform major overhauls of engines and maintain and repair equipment used in heating, ventilation, cooling and the general operation of State buildings. These positions do not have budgetary responsibilities, but they may lead and train subordinate

employees. May be exposed to hazardous working conditions and inclement weather. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs duties related to equipment operation such as bituminous paver, bulldozer, crane, stone crusher, power grader, hydraulic excavator, centerline paint machine, track endloader, backhoe, rock wagon, pavement shaver, pavement scraper or hydraulic crane truck.
- Drives a variety of trucks, such as tractor-trailer or tandem-axle trucks to transport equipment and materials to and from work sites.
- Excavates, backfills, grades, or levels soil and aggregates according to plans and specifications; grades surfaces, rolls or compacts soil and aggregates according to plans and specifications on flat or rolling terrain.
- Performs duties related to core drilling such as assists Driller in positioning drilling rig by clearing brush and other obstructions and using winch to move rig; adds rods or augers to drill using wrench; removes core samples from core barrel and places in core boxes; labels core boxes for depth and location of sample; assists in the cleaning and maintenance of drilling rig and related tools and equipment; drives medium to heavy truck to transport drilling rig to drilling site and cleans drilling site of debris after drilling is complete.
- Performs highway related construction and maintenance, such as highway coding, spotting, centerline and edge line striping in highway painting operations; the installation and removal of sign posts; erects traffic control signs and barricades on construction and maintenance projects; seals joints and cracks in paved surfaces and repairs and constructs asphalt paved culverts.
- Fabricates engine and machinery parts from blueprints and drawings using machinist skills and equipment (lathes, drills, grinders and milling machines).
- Installs, maintains and repairs equipment such as air conditioners, heaters, walk-in and reach-in refrigerators, washers, dryers, water chillers and coolers, vent fans, vending machines, food preparation equipment (such as mixers, blenders, slicers, stoves and warmers, steam and hot water distribution lines), stationary boilers, compressors, generators, pumps, water filtration units and heat exchangers.
- Performs preventive maintenance on heating and cooling equipment such as tightening fan belts and regularly changing oil and filters.
- Performs routine repairs to equipment, such as replacing motors, belts, seals, bearings, and blades.
- Performs general building maintenance as required by replacing or installing plumbing and sprinkler systems and delimiting hot water heaters and water coolers.
- Designs, lays out and fabricates highway signs.
- Performs concrete work: constructs forms, installing and tying reinforcing bars; pours, vibrates and finishes concrete; repairs or replaces rubble, masonry, or stone walls; patches portland cement pavement and bridge decks; installs steel piling, steel reinforcing bars, places and finishes concrete and cleans and paints structural steel.
- Climbs high steel structures to repair damaged steel bridge components.

- Performs duties related to auto repair: cleans, sands, tapes, repairs dents and replaces rusted parts of vehicle bodies in preparation for painting; paints vehicles and equipment using air compressors and paint sprayers; installs windshields and door glass on vehicles and equipment; operates truck mounted welding equipment to make emergency repairs on vehicles and equipment in the field.
- Repairs highway maintenance vehicles and equipment using gas and electrical welders, torches, shielded metal arcs and other welding equipment.
- Fabricates a variety of attachments and parts for highway equipment such as snow blades, truck frames and hitches.
- Sets and detonates explosive charges for earth removal purposes.
- Changes and repairs tires on vehicles and heavy equipment using tire cage, hoist, impact wrenches and air compressors.
- Fabricates and installs structural steel by cutting steel to exact specification with acetylene torches, placing and bolting steel in correct position to repair existing or construct new bridges.
- Installs timber deck on steel beam structures using dimensional lumber, hammer and nails.
- Installs steel piling in pre-drilled holes by placing poles accurately using levels and rulers.
- Cuts steel piling to correct dimensions with acetylene cutting torches.
- Places pre-cast prestressed concrete beams on bridge decks using slings and guide ropes, drills holes in abutments using rock drills for anchor bolts to accurately place and secure concrete beams.
- Cleans and paints structural steel used for repair and construction of new bridges using sand blasting machines, air compressors and airless paint sprayers.
- Checks equipment to determine operational readiness and makes minor corrections as required.
- Makes minor mechanical repairs in the field such as changing tires, blades, or filters.
- Performs a full-range of maintenance, repair, and overhaul on diesel powered engines and components exclusive to diesel equipment operation.
- Performs preventive maintenance and inspections for pre-operational readiness of heavy equipment, which may include driving or operation.
- Maintains safe and orderly work areas.
- May lead and train lower level workers in performing skilled and semi-skilled work.
- May specialize in the operation of a twelve ton hydraulic crane.
- May be required to operate other related highway maintenance equipment as employee training permits.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of safety practices used in structural steel construction.
- Knowledge of the procedures, techniques and equipment used in the assigned areas.
- Knowledge of the occupational hazards and applicable safety standards and procedures of the assigned area.
- Knowledge of basic blueprint reading.

- Knowledge of general construction and maintenance practices.
- Knowledge of the methods, materials, tools and equipment used in the maintenance, repair and overhaul of gasoline and diesel powered engines and their components.
- Knowledge of the operation of motor driven equipment.
- Ability to diagnose mechanical problems and determine appropriate procedures for repairs.
- Ability to safely operate basic hand and power tools.
- Ability to operate a heavy truck to transport drilling rig in rough terrain.
- Ability to work safely in assembling drilling apparatus such as rods, augers, water pumps.
- Ability to read operation manuals, blueprints, and specifications in the assigned areas.
- Ability to operate motorized equipment in the assigned areas.
- Ability to perform skilled trades work in bridge construction and maintenance.
- Ability to operate and maintain highway equipment and attachments.
- Ability to use power and plumbing tools in the repair of building fixtures and facilities.
- Ability to install, perform preventive maintenance on and repair equipment such as air conditioners, air compressors, generators, pumps, boilers, washers, dryers and refrigerators.
- Ability to read gauges and meters to monitor the proper operation of heating, ventilation and cooling systems.
- Ability to work safely in assembling drilling apparatus such as rods, augers, water pumps.
- Ability to understand and follow oral and written instructions.
- Ability to maintain accurate records of daily maintenance activities and of gauges and meters used in heating ventilation and cooling systems.
- Ability to climb high steel structures.
- Ability to train and work cooperatively with other skilled and semi-skilled workers.

MINIMUM QUALIFICATIONS:

Education: No formal training necessary.

Experience: Two to four years of fulltime or equivalent part-time verifiable experience related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance, core drilling or metal work.

Education and/or Experience Substitution: Coursework related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance, core drilling or metal work from a business or vocation school or regionally accredited college or university may substitute for the required experience on a year for year basis. For the equipment operation area of assignment a Class A or B CDL will substitute for one year of the required experience. .

Certifications, Licenses, Registrations: (1) A valid Motor Vehicle Operator's license may be required; (2) A valid class A or B Commercial Driver's License may be required for some areas of assignment; (3) Some positions may require certifications specific to the area of assignment.

AREAS OF ASSIGNMENT:

Automotive Body Repair

Bridge Maintenance

Building Trades
Equipment Operation
Equipment Repair
Highway Maintenance
Metal Work

CLASS TITLE: Transportation Technical Associate 4

DISTINGUISHING CHARACTERISTICS:

These positions, under limited supervision, perform specialized advanced level work in the construction and maintenance of the State's highways, related structures, buildings and equipment. Some positions operate under bridge inspection trucks and/or perform advanced level duties in welding and core drilling. May be exposed to hazardous working conditions and inclement weather. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs welding duties, according to American Welding Society Standards (AWS): repairs or constructs bridges with fabricated steel; repairs highway maintenance equipment and vehicles using gas and electrical welders, torches and other welding equipment; welds or extend-welds metal re-bar or piling together to strengthen concrete forms or extend pilings in the erection of new bridges; cuts and grinds structural steel using acetylene gas cutting torches and power grinders; climbs high steel structures to perform welding tasks on metal bridge components; separates weld seams using power hammers and hand hammers to prepare for re-welding; adjusts pressure gauges on acetylene or gas cutting torches to assure proper operation for smooth cutting of metals;
- Maintains welding equipment, checks pressure gauges and valves to ensure adherence to safety procedures.
- operates an under- bridge inspection truck to transport and position inspectors to specific location under bridges;
- Repairs equipment in the field by welding metal components together to allow continued operation of machinery.
- Lays out plans according to specifications for cutting metals used in repairing high steel structures bridges.
- Checks work area periodically for presence of volatile gases and toxic fumes.
- Performs work related to core drilling such as drilling rig on drilling site using a winch and steel cables; assembles drilling rig and related equipment on location using wrenches, hammers and other tools; interprets boring layout to determine location of drilling site and equipment needed; operates drilling rig to collect core samples, classifies the rock or soil found in the sample by type and hardness of strata; labels core boxes for depth and location of sample; prepares reports of drilling activity, materials and equipment used; Repairs drilling rig and related equipment of minor mechanical and structural problems.
- Drives medium to heavy truck to transport drilling rig to drilling site.
- Organizes and directs the work of crews cleaning buildings, repairing and maintaining

mechanical and electrical.

- Inspects work for accuracy and completeness according to plans and specifications; performs pre-operational check of equipment.
- Performs advanced level work in the complete maintenance, repair and overhaul on a variety of heavy and light gasoline and diesel-powered equipment.
- Performs necessary repairs to a variety of hydraulic systems.
- Troubleshoots manual, automatic or power shift transmissions.
- Trains and directs others in performing job duties.
- Maintains a safe and orderly work area.
- Evaluates and recommends equipment for future purchase.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of advanced level methods, materials, tools and equipment used in the maintenance and repair of gasoline and diesel powered equipment.
- Knowledge of the operation of trucks equipped to reach under bridges.
- Knowledge of the Division of Highways Equipment Management System.
- Knowledge of the standard safety procedures.
- Knowledge of the nomenclature, use and maintenance of welding equipment and cutting equipment.
- Knowledge of acetylene, propane and other gases, characteristic dangers and uses with welding and cutting equipment.
- Knowledge of welding rod specifications as outlined by American Welding Society (AWS).
- Knowledge of basic mathematics.
- Knowledge of melting temperatures of various metals used in bridge maintenance repair.
- Knowledge of materials, design and assembly procedures used in welding.
- Knowledge of the type of rock, aggregate and soil found in core drilling.
- Knowledge of safety practices for core drilling work.
- Skill in the manipulation of levers and other controls that move articulating booms.
- Skill in the use of tools and equipment used in the repair of motor driven equipment.
- Ability to diagnose mechanical problems and determine appropriate procedures for repairs.
- Ability to train others.
- Ability to read and layout plans.
- Ability to cut and fit metal component in the rebuilding or repair of equipment or high steel structures.
- Ability to regulate fuel pressures gauges on gas welding and cutting equipment.
- Ability to climb high steel structures.
- Ability to operate welding equipment used in highway bridge maintenance.
- Ability to understand and follow oral and written instructions.
- Ability to maintain effective working relationships with others.
- Ability to operate a drilling rig, water pump, air compressor and related equipment to drill for core samples.

- Ability to operate a heavy truck to transport drilling rig and related equipment.
- Ability to assemble drilling rig and related equipment.
- Ability to classify types of rock, aggregate and soils from core drilling.
- Ability to perform minor maintenance on drilling rig and related equipment.
- Ability to maintain simple records.

MINIMUM QUALIFICATIONS:

Education: No formal training necessary.

Experience: Five to seven years of full-time or equivalent part-time verifiable experience related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance, core drilling or metal work.

Education and/or Experience Substitution: Coursework related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance, core drilling or metal work from a business or vocational school or regionally accredited college or university may substitute for the required experience on a year for year basis. For the equipment operator area of assignment a Class A or B CDL will substitute for one year of the required experience.

Certifications, Licenses, Registrations: (1) A valid Motor Vehicle Operator's license may be required; (2) A valid class A or B Commercial Driver's License may be required for some areas of assignment; (3) Some positions may require certifications specific to the area of assignment; (4) Completion of a Certified Mechanic Program or Welder Certification Program.

AREAS OF ASSIGNMENT:

Automotive Body Repair
Bridge Maintenance
Building Trades
Equipment Operation
Equipment Repair
Highway Maintenance
Metal Work
Welding

CLASS TITLE: Transportation Coordinator 1

DISTINGUISHING CHARACTERISTICS:

These positions supervise subordinates performing work in the construction and maintenance of the State's highways, related structures, buildings and equipment. They serve as a working crew supervisor of a single crew. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assists in the scheduling of maintenance or repair projects; assigns duties to crew members; coordinates equipment and determines materials needed on the projects.
- Trains crew members on individual tasks of maintenance and repair projects
- Participates in the maintenance work performed, while overseeing and checking the progress and quality of work performed by the crews through direct observation.
- Completes records of time, equipment and complies reports of individual projects.
- Identifies equipment for repairs through review of employee records.
- Checks complaints on roads and inspects highways to determine repair work needed.
- Assigns crew members to various tasks and leads crew in the completion of the project.
- Participates in a crew performing maintenance, renovation, repair or the construction of bridges, such as concrete form construction, structural steel placement and repair, pouring concrete, installing and repairing guardrails.
- Climbs high steel structures to inspect the repair of damaged metal bridge components.
- Oversees the progress and checks the quality of work performed by crew.
- Completes a daily report on the assigned project and submits to supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of highway or bridge maintenance techniques.
- Knowledge of the standard safety procedures.
- Knowledge of the maintenance standards.
- Knowledge of the capabilities of construction and maintenance equipment.
- Knowledge of welding principles and techniques for inspections of welds.
- Ability to operate equipment used in highway and bridge maintenance and repair.
- Ability to understand and follow oral and written instructions.
- Ability to perform basic mathematical calculations to determine amounts of materials needed
- Ability to maintain effective working relationships with others.
- Ability to schedule and coordinate work crews and equipment to meet project deadlines and to train and lead crew in the tasks of a project.
- Ability to supervise others.
- Ability to compile, maintain records and routine reports from the records of individual projects.
- Ability to climb high steel structures.

MINIMUM QUALIFICATIONS:

Education: Graduation from High School or Equivalent.

Experience: Four to six years of full-time or equivalent part-time verifiable experience related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance, core drilling or metal work.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance, core drilling or metal work may substitute for the required education on a year for year basis. Coursework related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance or metal work from a business or vocational school or regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: A valid Driver's License or a Commercial Driver's License may be required.

CLASS TITLE: Transportation Coordinator 2

DISTINGUISHING CHARACTERISTICS:

These positions supervise subordinates performing work in the construction and maintenance of the State's highways, related structures, buildings and equipment. They serve as a working crew supervisor of an interstate or Appalachian corridor maintenance facility or of two or more subordinate Coordinators, organizing and assigning crews and allocating equipment and materials. At the Equipment Division and District level, these positions supervise employees in the technical functions related to repair and maintenance of vehicles or heavy equipment used in highway construction and maintenance; or serve as field liaison with Equipment Division and the Districts in the effective implementation of Equipment Management or Preventive Maintenance Systems for the Division. These positions do not have budgetary responsibilities. May be exposed to hazardous working conditions and inclement weather. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Schedules and reviews maintenance or repair work assignments, assigns crews, coordinates equipment, and determines materials needed on the projects.
- Trains crew members on individual tasks of maintenance and repair projects; completes employee performance evaluations; approves employee leave requests.
- Develops preventative maintenance schedules and coordinates all warranty repair work.
- Oversees and checks the progress and quality of work performed through direct observation or review of reports.
- Completes records of time, equipment, and materials and complies into reports of individual projects.
- Identifies equipment for repairs.
- Coordinates the repair and transportation of vehicles and heavy equipment to/from shop and work site.
- Checks complaints on roads and inspects highways to determine repair work needed.
- Supervises the daily procurement and inventory of parts and supplies.
- Assists in the development of equipment specifications and develops equipment maintenance/overhaul schedules.

- Coordinates and establishes schedules for training programs.
- May attend meetings related to prioritizing repairs and maintenance.
- May review and sign payrolls, purchase orders, work orders and accident reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of maintenance techniques, methods equipment and tools specific to area of assignment.
- Knowledge of proper usage of materials and equipment used in area of assignment.
- Knowledge of all applicable standards, rules and systems.
- Ability to supervise others.
- Ability to operate equipment specific to area of assignment.
- Ability to understand and follow oral and written instructions.
- Ability to maintain records and simple reports.
- Ability to perform basic mathematical calculations to determine amounts of materials needed.
- Ability to climb bridge structures.
- Ability to diagnose equipment malfunctions and recommend corrective action.
- Ability to oversee the purchase and inventory of equipment, parts and supplies.
- Ability to maintain effective working relationships with others.
- Ability to effectively schedule work to meet deadlines.

MINIMUM QUALIFICATIONS:

Education: Graduation from High School or Equivalent.

Experience: Five to seven years of full-time or equivalent part-time verifiable experience related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance, core drilling or metal work one year of which must have been in a lead, supervisory or managerial capacity.

Education and/or Experience Substitution: Coursework related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance or metal work from a business or vocational school or regionally accredited college or university may substitute for the required non-supervisory experience on a year for year basis.

Certifications, Licenses, Registrations: A valid Driver's License or a Commercial Driver's License may be required.

CLASS TITLE: Transportation Technician

DISTINGUISHING CHARACTERISTICS:

These positions, under general supervision at the full performance level, oversee vehicle and heavy equipment repair work at the district or division level, or serve as a trainer in the repair or operation of heavy equipment. They may have a specialty assignment, such as parts/supply

procurement or inventory control, or may serve as a specialist in heavy equipment repair. They may serve as a lead worker. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Leads others performing work related to the repair and maintenance of vehicles and equipment, making work assignments; conducts orientation programs for new employees; conducts training.
- Monitors and diagnoses equipment failure to determine extent of repairs.
- Ensures compliance with the Equipment Management and Preventive Maintenance Systems.
- Writes work orders to authorize repairs and requests for repairs/parts.
- Procures and inventories parts and supplies.
- Conducts orientation programs for new employees.
- Conducts training.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods, tools and equipment used in the maintenance and repair of vehicles and highway maintenance equipment.
- Knowledge of the Division of Highways Equipment Management and Preventive Maintenance Systems.
- Knowledge of the operational characteristics of heavy equipment.
- Knowledge of safety issues relating to both the repair and operation of heavy equipment.
- Ability to lead the work of others.
- Ability to diagnose equipment malfunctions and recommend corrective action.
- Ability to oversee the purchasing and inventory of major equipment parts and supplies.
- Ability to maintain effective working relationships with others.
- Ability to maintain records.
- Ability to communicate effectively, both orally and in writing.
- Ability to operate various pieces of heavy equipment.

MINIMUM QUALIFICATIONS:

Education: Graduation from High School or Equivalent.

Experience: Three to five years of full-time or equivalent part-time paid experience related to automotive repair or heavy equipment operation.

Education and/or Experience Substitution: Coursework related to automotive repair or heavy equipment operation from a business or vocational school or regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Transportation Supervisor

DISTINGUISHING CHARACTERISTICS:

These positions assist the Highway Engineer in supervising and coordinating construction projects of a district or central highway maintenance program or perform advanced level work supervising employees with the responsibility for the repair and maintenance of vehicles or heavy equipment used in highway construction and maintenance. They serve as an equipment specialist/supervisor in the development and implementation of the Equipment Management System; or manage the procurement, inventory and distribution of all automotive/vehicle parts and supplies for the Division. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises others performing work related to the repair, maintenance, and movement of vehicles and heavy equipment for use in the district and/or state.
- Ensures proper staffing needs are met through the monitoring of work schedules.
- Schedules maintenance activities, assigning employees and equipment.
- Estimates damages and coordinates the repair of equipment or estimates and submits costs on maintenance contracts.
- Oversees the disposal of shop waste in accordance with environmental protection standards.
- Organizes and plans for maintenance improvement projects.
- Oversees the procurement and inventory of parts and supplies for the District from vendors and the central Equipment Division warehouse. Makes recommendations for replacements.
- Ensures the effective operation of the Equipment Management and the Preventive Maintenance Systems.
- Assists in the development of equipment specifications, and approves equipment maintenance/overhaul schedules.
- Keeps records of labor, materials and equipment.
- Organizes and directs training programs.
- Reviews and signs payrolls, purchase orders, work orders and accident reports; interviews applicants for employment, makes recommendation for hiring; performs employee evaluations.
- Confers with area equipment supervisors and/or mechanics on equipment related priorities, repairs and maintenance.
- Conducts field reviews.
- May compose correspondence.
- May teach maintenance management classes.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods, tools and equipment used in the maintenance and repair of highways, vehicles and highway maintenance equipment.
- Knowledge of surveying and engineering principles and techniques.

- Knowledge of the Division of Highways Equipment Management and Preventive Maintenance Systems.
- Ability to supervise the work of others, organizing and assigning work.
- Ability to diagnose equipment malfunctions and recommend corrective action.
- Ability to understand and interpret blueprints and drawings.
- Ability to oversee the purchasing and inventory of major equipment parts and supplies.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with others in resolving work related problems.
- Ability to prepare and maintain reports.
- Ability to organize, direct, and present training programs.

MINIMUM QUALIFICATIONS:

Education: Graduation from High School or equivalent.

Experience: Six to eight years of full-time or equivalent part-time paid experience related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance, core drilling or metal work two years of which must have been in a lead worker or supervisory capacity.

Education and/or Experience Substitution: Coursework related to automotive repair, bridge maintenance, building construction, heavy equipment operation, highway maintenance or metal work from a business or vocational school or regionally accredited college or university may substitute for the required non-supervisory experience on a year for year basis. If assigned to construction, successful completion of coursework in engineering or surveying from a regionally or ABET accredited college or university may be substituted for the general experience at the rate of 12 semester hours for one year of experience.

Certifications, Licenses, Registrations: None.