

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Highway Technician 1		Class Code: 004MB1
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 10-25-13
	Summary: The incumbent can serve in various highway specialty areas (e.g. maintenance, testing, construction). Incumbent will run various tests and inspections on materials and construction job-sites or facilities. Observes, checks and performs construction activities interpreting road or bridge plans, may direct survey crews; prepare progress reports, providing communications with contractors to ensure procedures comply with standards and specifications. Coordinates work crews performing general highway maintenance duties that keep the agency assets in good working condition to ensure customer satisfaction. Traffic maintenance duties such as repairing and installing traffic signs and pavement markings are also required job duties for this position. Performs maintenance activities, including snow and ice removal as required.		

Duties:

- Complies with all safety policies and procedures;
- Samples and tests construction materials according to quality procedures and specification requirements;
- Operates and maintains equipment;
- Analyzes data and prepares concise and informative reports from data;
- Communicates and coordinates with contractors and representatives of material suppliers;
- Calculates, records, checks data and reports test results on a daily basis;
- Performs winter operations duties including snow and ice removal;
- Performs work related to construction tests, measurements and inspections are completed and recorded in a timely manner;
- Ensures required inspections are completed in a timely manner and problems are reported;
- Ensures work conforms with appropriate plans, specifications, procedures and policies;
- Provides assistance to public by responding to general inquiries, explaining delays, etc.;
- Ensures crews are completing work assignments as directed and reports problems to unit foreman;
- Operates basic highway maintenance and traffic equipment to maintain, repair and clean highways and right-of-ways;
- Moves and loads supplies and materials;
- Maintains, repairs, and installs traffic signs, route markers and pavement markings;
- Performs emergency response activities such as clean-up, traffic control, lane closures, placement of signs and erecting barricades;
- Performs equipment maintenance such as minor repairs, preventative maintenance, refueling and pre-trip inspections;
- Performs miscellaneous labor tasks;
- Performs related duties as required.

Job Requirements:

- Must have valid commercial driver's license (CDL);
- Required to submit to and pass a drug test as a condition of employment;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Basic knowledge of and the ability to operate and maintain material testing equipment.
- Knowledge of federal, state and local highway guidelines, laws and regulations for purposes of construction inspection;

- Knowledge of drafting and surveying techniques;
- Knowledge of highway principles, practices, methods and techniques relative to maintenance and repair of highway;
- Ability to independently lead and coordinate the work of a crew in the field;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write and communicate clearly;
- Ability to follow directions and work as part of a team;
- Ability to read, interpret and follow technical documents;
- Ability to apply highway principles and procedures as needed;
- Ability to independently lead and coordinate the work of a crew in the field.
- Must be able to adequately perform computer skills.

Difficulty of Work:

Work performed is routine but varied by circumstance. Work requires specialized knowledge of highway policies, procedures and practices. Incumbent works within established guidelines. Employee exercises judgment and decision making when on worksite and/or leading a crew of workers. Work is carried out under the specifications and guidelines based on established policies and procedures. Work performed requires a moderate amount of interpretation of technical data and industry standards to fit a variety of situations.

Responsibility:

Incumbent follows established procedures and practices. Incumbent is responsible for completion of job assignment and accuracy of records, forms, reports and technical information disseminated. Guidance is received from the supervisor in determining work assignments. Errors in work, faulty judgment and the dissemination of technical information can cause substantial embarrassment and delays. Incumbent is responsible for coordination of a group of employees assigned to complete a job. Incumbent may be responsible for completing tests and inspections.

Personal Work Relationships:

Contacts are with agency personnel in various divisions for the purpose of completion and coordination of job assignments. Incumbent must maintain a personal working relationship with agency personnel, contactors, the public and various INDOT departments to ensure compliance with highway policies, procedures and practices effective communications and consistent monitoring techniques.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as stooping, standing and walking for long periods of time, dragging, bending and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather, ongoing traffic and rotating work shifts. May be exposed to unpleasant surroundings including dead animals, ditches with sewage, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen and insects/bugs. Incumbent may perform field inspections and calibrations checks at producers' plants. Incumbent will be on call 24 hours a day 7 days a week for snow removal.