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|  <p><b>STATE OF INDIANA</b><br/>CLASSIFICATION SPECIFICATION</p> | <b>Class Title:</b><br>Highway Technician 3                                                                                                                                                                                                                                                                                                                                                                                                   |                                | <b>Class Code:</b><br>004MB3              |
|                                                                                                                                                   | <b>FLSA Status:</b><br>Non-Exempt                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Salary Schedule:</b><br>RDS | <b>Effective Date:</b><br><b>10-25-13</b> |
|                                                                                                                                                   | <b>Summary:</b><br>Incumbent is responsible for performing general highway maintenance duties within the Indiana Department of Transportation (INDOT). Performs snow and ice removal and related maintenance duties by operation of snow plow and other winter operations duties as required. Traffic maintenance duties such as repairing and installing traffic signs and pavement markings are also required job duties for this position. |                                |                                           |

**Duties:**

- Complies with safety policies and procedures;
- Operates basic highway maintenance and traffic equipment to maintain, repair and clean highways and right-of-ways;
- Moves and loads supplies and materials;
- Performs winter operations duties including snow and ice removal;
- 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 job documentation tasks, such as entry into a work management system;
- Provides assistance to public by responding to general inquiries, explaining delays, etc;
- 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;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write and communicate clearly;
- Ability to operate specialty traffic equipment (e.g. bucket trucks, paint equipment, etc.
- Ability to follow directions and work as part of a team.

**Difficulty of Work:**

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of highway maintenance policies, procedures and practices. Employee must have understanding and ability to apply procedures and guidelines in order to perform job duties, assure correct job documentation and ensure expectations are met.

**Responsibility:**

Established guidelines, practices and procedures are available, as needed, in order to carry out a wide variety of duties in accordance with general work instruction. Employee is responsible for completion of work and accuracy of records, forms, reports and technical information disseminated. Errors in work or faulty judgment can cause substantial embarrassment and delays. Questions that may arise are discussed with supervisor; otherwise work is reviewed in terms of overall efficiency and smoothness of operations.

**Personal Work Relationships:**

Contacts are with the agency personnel for completion of maintenance functions.

**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 with incumbent exposed to inclement weather, ongoing traffic and rotating work shifts. Incumbent may be on call 24 hours a day 7 days a week and 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.