

State of Ohio (DAS)
Classification
Specification

CLASSIFICATION SERIES: Highway Technician	SERIES NO.: 5377
MAJOR AGENCIES: Department of Transportation only	EFFECTIVE DATE: 10/04/2015

Series purpose: The purpose of the highway technician occupation is to perform both highway maintenance & construction inspection duties. Advancement through the series hinges upon course work completion, certification, knowledge & experience gained by employees increasing their ability to perform work when needed pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME. Through the first two levels, advancement occurs as Technicians meet the qualification requirements for the level pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME. The third, fourth & fifth levels in the series are filled pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME and classification distinctions are based on work performed. All classifications in series perform snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments.

Glossary: the terms below are to be interpreted as follows wherever they appear in the classification specification:

Basic Equipment: air compressor, asphalt reclaimer/recycler; backhoes and loaders; barricades, tow-type; brooms, power or tow-type; brush chipper; concrete saw or vibrator; ditcher, 3 - 8 ton; ditch shaper; truck, class 8 or less, straight or towing a vehicle not in excess of 10,000 lbs. GVWR; electricade, trailer-mounted; forklift; generator; grader, 13,000-23,000 pounds; hammers & jack hammer; tractors, all sizes, with various attachments such as a drag berm, post hole digger/auger and mowers including rear brush hog, rear flail, cutter bar & side mount rotary and drag berm; pick-up truck or van, 1/2 ton, 3/4 ton & 1 ton with or without trailer; plow & spreader; roller patcher, 4-6 tons; roller, 5-8 tons; sand blaster; chain saws; pavement joint sealer, sewer jet; sewer eel; hydraulic &/or stone box spreader; spade; stump cutter; 300 gallon tar kettle; tar distributor; water pumps; weed eaters; mowers, push-type; bucket trucks; computerized weed sprayer, truck-mounted; pickup or flatbed truck mounted winch/crane (3 ton lift capacity or less); guardrail post driver, truck mounted.

Standard Equipment: conveyor loader, self-propelled; bump heater; concrete mixer; compactor, 4-6 tons; dozer, 7 tons; excavator, less than 44,000 pounds; grader, over 23,000 pounds; trailers, all including low-boy, tankers, dump trailers, flat deck; mud jack; paver, pull-type; pavement grinder, mounted; roller, 8 ton but less than 12 ton; steamer; hand & long-line striping; sweeper, truck-mounted; truck, class 8 or less, straight or combination vehicle not requiring a Special Hauling Permit; crane, truck-mounted (greater than 3 but less than 35 tons lift capacity); traffic line remover; sewer cleaner under 17 tons; hydro seeder, truck-mounted; trencher.

Complex Equipment: concrete groove/pavement cutter; cranes, (35 ton and greater lift capacity); truck-mounted, 35 ton, crane; truck, class 8 or less, straight, or combination vehicle requiring a Special Hauling Permit; clam bucket; dozer, 18 tons; excavator, crawler & truck-mounted, 44,000 pounds or more, pile driver, 1 ton or more; road widener; roller, 12 ton or more; sewer cleaner 17 tons or more; milling machines, self-propelled; pavers, self-propelled, 10,000 pounds or more; earth movers (pans); hydraulic/air hammer/breakers, boom-mounted; platform truck; snooper truck.

Maintenance related inspection items: include those work functions performed by ODOT maintenance crews & contractors or other work of similar complexity.

Earthwork: earthwork is the foundation of knowledge necessary to perform inspection of earthwork activities in accordance with the contract provisions. Earthwork includes construction specifications & the proper methods of inspection, sampling & testing with each specification.

Drainage: drainage is the foundation of knowledge necessary to perform inspection of drainage activities in accordance with the contract provisions. Drainage includes construction specifications & the proper methods of inspection, sampling & testing with each specification.

Pavements: pavements are the foundation of knowledge necessary to perform inspection of pavement activities in accordance with the contract provisions. Pavements include construction specifications & proper methods of inspection, sampling & testing with each specification.

General Knowledge: general knowledge is the basic knowledge necessary to perform inspection duties such as compliance with the contract provisions, the measurement of quantities for payment & the documentation of compliance & measurements. General knowledge is the basic foundation in order to perform inspection, sampling & testing.

Structures: structures are the foundation of knowledge necessary to perform inspection of structures activities in

accordance with the contract provisions. Structures include construction specifications & applicable supplemental specifications & proper methods of inspection, sampling & testing with each specification.

Traffic Control Devices: traffic control devices are the foundation of knowledge necessary to perform inspection of signals, highway lighting & maintenance of traffic activities in accordance with the contract provisions. Traffic control devices include construction specifications & proper methods of inspection, sampling & testing with each specification.

Contract Administration: contract administration is the proper administration of a construction contract including the following: legal requirements; control of work & material; method of measurement & payment; changes & extra work; project scheduling; project closeout; claims & claims management.

Certification: demonstrated ability to perform all inspection within a designated area such as earthwork, drainage, general knowledge, contract administration, traffic control devices, pavements & structures.

Construction specifications: refers to State of Ohio, Department of Transportation, construction & material specifications manual.

EIMS: Enterprise Information Management System

At the first full performance level, incumbents operate basic equipment (i.e., see glossary for identification of basic equipment) & perform general highway maintenance duties, which vary by season including snow & ice, receive training (i.e., on the job & formal) in various types of construction inspection activities (i.e., maintenance related inspection items) & receive training (i.e., on the job & formal) in operation of standard & complex equipment pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

At the second full performance level, incumbents operate basic & standard equipment (i.e., see glossary for identification of basic & standard equipment), perform general highway maintenance duties which vary by season including snow & ice, & act as lead worker in absence of lead worker, inspect project related inspection items & sign inspection reports. Employees receive training (i.e., on the job and formal) in various types of construction inspection & receive training (i.e., on the job & formal) in operation of complex equipment pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

At the third full performance level, incumbents operate basic, standard & complex equipment (i.e., see glossary for identification of basic, standard & complex equipment), perform general highway maintenance duties which vary by season including snow & ice, act as lead worker, inspect maintenance projects to ensure compliance with State specifications, plans &/or proposals, verify plans quantities & calculations with blueprints, perform basic field tests on materials proposed for maintenance related construction to determine compliance with State specifications & receive training (i.e., on the job & formal) in various types of maintenance inspection pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

OR

Operate basic, standard & complex equipment (i.e., see glossary for identification of basic, standard & complex equipment), perform general highway maintenance duties which vary by season including snow & ice, act as lead worker, inspect construction projects related to both maintenance & non-maintenance types of projects to ensure contractor compliance with State specifications, plans &/or proposals, verify plans quantities & calculations with blueprints, perform basic laboratory &/or field tests on materials proposed for construction to determine compliance with State specifications & receive training (i.e., on the job & formal) in various types of construction inspection pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

At the fourth full performance level, incumbents inspect construction projects to ensure contractor compliance with State specifications, plans &/or proposals &/or perform laboratory &/or field-testing on materials to ensure quality control of project materials. Incumbents in this classification also perform the following maintenance duties which include serving as lead worker, emergency response & clean-up, layout & placement of maintenance of traffic devices, snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

At the fifth full performance level, incumbents perform/review/monitor field-testing operations, materials acceptance & Site Manager records to assure Departmental consistency in materials quality, procedures, acceptance & documentation. Incumbents oversee District wide materials testing & construction contract finalization process, which includes

documentation audits, change orders & various items to ensure testing practices across the Districts comply with ODOT standards & to final out projects. Incumbents in this classification also perform the following maintenance duties which include serving as lead worker, emergency response & clean-up, layout & placement of maintenance of traffic devices, snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Technician 1	53771	06	10/04/2015

CLASS CONCEPT:

The first full performance level class works under general supervision & requires working knowledge of highway maintenance in order to operate basic equipment (i.e., see glossary for identification of basic equipment) & perform general highway maintenance duties, which vary by season & include snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, receive training (i.e., on the job & formal) in various types of construction inspection activities (maintenance related inspection items) & receive training (i.e., on the job & formal) in operation of standard & complex equipment pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Technician 2	53772	07	10/04/2015

CLASS CONCEPT:

The second full performance level class works under general direction & requires considerable knowledge of highway maintenance & maintenance related inspection items in order to operate basic & standard equipment (i.e., see glossary for identification of basic & standard equipment), inspect project related inspection items & sign inspection reports, perform general highway maintenance duties which vary by season & include snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments & act as lead worker (i.e., provide work direction & training) in absence of lead worker & receive training (i.e., on the job & formal) in various types of construction inspection activities & receives training (i.e., on the job & formal) in operation of complex equipment pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Technician 3M	53773	08	10/04/2015

CLASS CONCEPT:

The third full performance level class works under general direction & requires considerable knowledge of highway maintenance & construction project inspection in order to operate basic, standard & complex equipment (i.e., see glossary for identification of basic, standard & complex equipment), perform general highway maintenance duties which vary by season & include snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, act as lead worker (i.e., provide work direction & training), inspect maintenance projects to ensure contractor compliance with State specifications, plans &/or proposals, verifies plans quantities & calculations with blueprints, performs field tests on materials proposed for maintenance related construction projects to determine compliance with State specifications, signs inspection reports as qualified inspector pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Technician 3C/M	53776	08	10/04/2015

CLASS CONCEPT:

The third full performance level class works under general direction & requires considerable knowledge of highway maintenance & construction project inspection in order to operate basic, standard & complex equipment (i.e., see glossary for identification of basic, standard & complex equipment), perform general highway maintenance duties which vary by season & include snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, act as lead worker (i.e., provide work direction & training), inspect

construction projects related to both maintenance & non-maintenance types of projects to ensure contractor compliance with State specifications, plans &/or proposals, verifies plans quantities & calculations with blueprints, performs laboratory &/or field tests on materials proposed for construction to determine compliance with State specifications, signs inspection reports as qualified inspector pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Technician 4	53774	09	10/04/2015

CLASS CONCEPT:

The fourth full performance level classification works under general direction & requires considerable knowledge of project inspection & related technical skills in order to inspect construction projects to ensure contractor compliance with State specifications, plans &/or proposals &/or perform laboratory &/or field tests on materials to ensure quality control of project materials, perform maintenance duties which include serving as lead worker, emergency response & clean-up, layout & placement of maintenance of traffic devices, snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Highway Technician 5	53775	10	10/04/2015

CLASS CONCEPT:

The fifth full performance level classification requires thorough knowledge of construction &/or testing inspection techniques & construction &/or testing contract administration in order to coordinate related programs, administer testing &/or construction programs (e.g., perform/review/monitor field-testing operations, materials acceptance & Site Manager records to assure departmental consistency in materials quality, procedures, acceptance & documentation & oversee district wide materials testing coordination & construction contract finalization process to include documentation audit, change orders & various items to ensure testing practices across the Districts comply with ODOT standards & to final out a project), perform maintenance duties which include serving as lead worker, emergency response & clean-up, layout & placement of maintenance of traffic devices, snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Technician 1	53771	07	10/04/2015	06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates basic equipment (i.e., see glossary for identification of basic equipment), & performs general highway maintenance duties which vary by season (e.g., constructs, improves, maintains, repairs & cleans highways &/or roadways & right-of-ways to include excavating & grading ditches, digging channels & cleaning waterways, cuts brush, grass & other vegetation, applies chemicals to vegetation, patches & seals berm & pavement, mixes mortar & concrete, shovels backfill, installs & repairs catch basin & stream channel & completes other drainage work, screens bleeding surface, reshapes/digs ditches/trenches, pours hot tar, removes trash, cleans & repairs highways &/or roadways & right-of-ways, mows grass, moves & loads supplies & materials & completes other related highway maintenance assignments, operates any combination of basic equipment to haul trash), performs snow & ice control & related maintenance duties by operating snow plow with spreader, brine dispensing equipment, dump truck with attachments, maintains, repairs & installs traffic signs & pavement markings on inter-state, federal & state highways &/or roadways (e.g., repairs/replaces/straightens street &/or traffic signs & other route markers; installs & repairs guardrails) & receives training (i.e., on the job & formal) in various types of construction inspection activities (maintenance related inspection items) & operation of standard & complex equipment pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME .

Performs emergency response & clean up & performs traffic control (e.g., flags traffic through work zone or around accident site; sets lane closures; places high water signs; erects barricades); receives training (i.e., on the job & formal) in various types of construction inspection activities (i.e., maintenance related inspection items).

Performs minor repairs & maintenance on equipment (e.g., sharpens; sands; paints; refuels; lubricates; checks tires for wear & pressure; replaces light bulbs; washes & cleans trucks & equipment to prevent rusting); changes tailgates & snowplow blades; conducts pre-trip inspections of equipment.

Performs miscellaneous labor & clerical tasks; operates two-way radio/base station; telephones crews for emergencies; cleans offices & garage; keeps daily records & logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains traffic delays; explains work underway); assists stranded motorists (e.g., telephones for needed assistance); performs general labor & maintenance functions at garage; loads & unloads freight; arranges stock in warehouse; moves equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition & subtraction, decimals, percentages & fractions; safety practices associated with highway maintenance & use of traffic control equipment*; agency policies*. Skill in use of basic equipment & related highway maintenance tools; traffic control equipment. Ability to recognize unusual or threatening conditions & take appropriate action; read & verbalize simple sentences; maintain accurate records; cooperate with co-workers on group projects; demonstrate strength to lift 50-100 pounds.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & decimals, percentages & fractions; ability to read, write & speak common English vocabulary; 3 mos. trg. or 3 mos. exp. in operation of basic equipment.

Note: Applicant must have valid Commercial Driver's License at the appropriate level pursuant to approved position description on file to operate motorized equipment of size & type regulated by section 4506 of Ohio Revised Code.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of Commercial Driver's License pursuant to approved position description on file. Must successfully complete primary safety & equipment operation classes during probationary period

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather (e.g., including rain, lightening, humidity & hot temperatures in summer time & cold temperatures in winter) & on-going traffic; may work rotating shift; may be on-call 24 hrs, 7 days per week; lift & transport 50-100 pounds; exposed to unpleasant surroundings to include dead animals, containers filled with human waste,

diapers, ditches with water & sewage, loud noise from equipment & traffic, confined work area while driving truck during regular &/or double shift during snow & ice removal or in confined space while digging ditches to install pipes or digging holes; exposed to insects such as bees, mosquitoes, flies & spiders; exposed to rodents to include mice & rats; exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac & pollen.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Highway Technician 2	53772	07	10/4/2015	07

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates basic & standard motorized equipment (i.e., see glossary for identification of basic & standard equipment), inspects project related inspection items, signs inspection reports & performs general highway maintenance duties which vary by season (e.g., cuts & removes deteriorated concrete, mixes, pours, finishes & water proofs new concrete, builds, repairs & replaces headwalls, wooden bridge decks, constructs, improves, maintains, repairs & cleans highways &/or roadways & right-of-ways to include excavating & grading ditches, digging channels & cleaning waterways, cuts brush, grass & other vegetation, applies chemicals to vegetation, patches & seals berm & pavement, mixes mortar & concrete, shovels backfill, installs & repairs catch basin & stream channel & completes other drainage work, screens bleeding surface, reshapes/digs ditches/trenches, pours hot tar; removes trash, cleans & repairs highways &/or roadways & right-of-ways, mows grass, constructs, improves, maintains roadways, moves & loads supplies & materials, hauls trash & completes other related highway maintenance assignments), performs snow & ice control & related maintenance duties by operating snow plow with spreader, brine dispensing equipment, dump truck with attachments, inspects basic construction projects related to maintenance experience to ensure contractor compliance with state specifications, plans &/or proposals, verifies plans quantities & calculations with blueprints & performs basic laboratory &/or field tests on materials proposed for construction &/or on producers' or suppliers' stock obtained from field to determine compliance with state specifications & applies basic construction inspection knowledge to jobs performed in maintenance & acts as lead worker (i.e., provides work direction & training) in absence of lead worker, maintains repairs & installs traffic signs & pavement markings on inter-state, federal & state highways (e.g., repairs replaces/straightens street &/or traffic signs & other route markers; installs & repairs guardrails) & receives training (i.e., on the job & formal) in various types of construction inspection activities & in operation of complex equipment.

Prepares & maintains project records & reports (e.g., daily diary, inspection reports, pay item quantities, progress estimates, contractor's construction methods, material inspection); utilizes applicable systems & devices to record information & generate reports.

Performs emergency response & clean up; performs traffic control (e.g., flags traffic through work zone or around accident site; sets lane closures; places high water signs; erects barricades); performs general labor & maintenance functions at garage; loads & unloads freight; arranges stock in warehouse; moves equipment.

Performs minor repairs & maintenance on equipment (e.g., sharpens; sands; paints; refuels; lubricates; checks tires for wear & pressure; replaces light bulbs; washes & cleans trucks & equipment to prevent rusting); changes tailgates & snowplow blades; conducts pre-trip inspections of equipment; performs miscellaneous labor & clerical tasks; operates two-way radio/base station; telephones crews for emergencies; cleans offices & garage; keeps daily records & logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains traffic delays; explains work underway); assists stranded motorists (e.g., telephones for needed assistance); performs general labor & maintenance functions at garage; loads & unloads freight; arranges stock in warehouse; moves equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of construction operations; safety practices (i.e., OSHA, ODOT safety practices & procedures related to maintenance & construction); human relations; agency policies (i.e., general maintenance, materials & construction). Skill in inputting information in Site Manager, EIMS &/or various systems; basic & standard equipment operation, testing & construction, computer operation. Ability to interpret variety of instructions in written, oral, picture or schedule form; use technical mathematics to include basic geometry; understand manuals & verbal instruction, technical in nature; cooperate with co-workers on group projects; demonstrate strength to lift 50-100 pounds.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of all Highway Technician level 1 courses; Certification in Aggregate Level 1.

Note: Applicant must have valid Commercial Driver's License at the appropriate level pursuant to approved position description on file to operate motorized equipment of size & type regulated by section 4506 of Ohio Revised Code.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Maintenance of certification in Aggregate Level 1; renewal of Commercial Driver's License pursuant to approved position description on file.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather (i.e., including rain, lightening, humidity & hot temperatures in summer time & cold temperatures in winter) & on-going traffic; work rotating shift; may be on-call 24 hrs, 7 days per week; lift &/or transport 50-100 pounds; exposed to unpleasant surroundings to include dead animals, containers filled with human waste, diapers, ditches with water & sewage, loud noise from equipment & traffic, confined work area while driving truck during regular &/or double shift during snow & ice removal or in confined space while digging ditches to install pipes or digging holes; exposed to insects such as bees, mosquitoes, flies & spiders; exposed to rodents to include mice & rats; exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac & pollen.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Technician 3M	53773	07	10/4/2015	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates basic, standard & complex equipment (i.e., see glossary for identification of basic, standard & complex equipment), acts as lead worker (i.e., provides work direction & training, schedules & assigns maintenance & repair of state highways, bridges & highway facilities, instructs crew members in proper highway maintenance procedures & safety practices, procures necessary equipment & materials & assigns equipment on daily basis & carries out established policies & procedures, monitors work for quality & completeness), performs snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, inspects maintenance related construction projects to ensure compliance with state specifications, plans &/or proposals, verifies plans quantities & calculations with blueprints, performs field tests on materials proposed for projects to determine compliance with State specifications, monitors quality control sampling & testing, performs job control duties, signs inspection reports as a qualified inspector pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

Performs variety of general highway maintenance duties, which vary by season, (e.g., cuts brush, grass & other vegetation; applies chemicals to vegetation; patches & seals berm & pavement; mixes mortar & concrete; shovels backfill; installs & repairs catch basin & stream channel & completes other drainage work; screens bleeding surface; reshapes/digs ditches/trenches; pours hot tar; removes trash; repairs/replaces/straightens street &/or traffic signs & other route markers; installs & repairs guardrails) & operates any combination of basic, standard or complex equipment to haul trash, mow grass, construct, improve, maintain, clean & repair highways &/or roadways & right-of-ways, excavates & grades ditches, digs channels & cleans waterways, moves & loads supplies & materials & completes other related highway maintenance assignments; erects snow fence; performs emergency response & clean up; performs traffic control (e.g., flags traffic through work zone or around accident site; sets lane closures; places high water signs; erects barricades); performs bridge maintenance duties (e.g., cuts & removes deteriorated concrete, mixes, pours, finishes & water proofs new concrete, builds, repairs & replaces headwalls, wooden bridge decks).

Prepares & maintains project records & reports (e.g., daily diary, inspection reports, pay item quantities, progress estimates, construction methods, material inspection); utilizes applicable systems & devices to record information & generate reports.

Performs minor repairs & maintenance on equipment (e.g., sharpens, sands, welds; paints; refuels; lubricates; checks tires for wear & pressure; replaces light bulbs; washes & cleans trucks & equipment to prevent rusting); changes tailgates & snowplow blades; conducts pre-trip inspections of equipment; performs miscellaneous labor & clerical tasks; operates two-way radio/base station; telephones crews for emergencies; performs maintenance work on drawbridge equipment; cleans offices & garage; keeps daily records & logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains traffic delays; explains work underway); assists stranded motorists (e.g., telephones for needed assistance); performs general labor & maintenance functions at garage; loads & unloads freight; arranges stock in warehouse; moves equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of construction operations; employee training & development; lead work; safety practices (i.e., OSHA, ODOT safety practices & procedures related to maintenance & construction); human relations; agency policies (i.e., general maintenance, materials & construction); input information using Site Manager, EIMS &/or other applicable systems & devices; basic understanding of spreadsheets. Skill in equipment operations (i.e., basic, standard & complex), testing & construction equipment, computer. Ability to deal with some abstract but mostly concrete variables; use technical mathematics to include statistical analysis as it applies to construction; prepare & deliver speeches before specialized audiences & general public; resolve complaints from angry citizens & government officials; demonstrate strength to lift 50-100 pounds.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

ODOT Internal Certification in General Knowledge, Earthwork, Drainage, & Pavements; successful completion of all Highway Technician Level 1 & 2 courses; 520 hours of structured construction experience with minimum number of hours satisfied in each category, or other applicable provisions regarding construction experience per the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME; Certification in ACI Field Testing Technician Grade I; Certification in Aggregate Level 1.

Note: Applicant must have valid Commercial Driver's License at the appropriate level pursuant to approved position description on file to operate motorized equipment of size & type regulated by section 4506 of Ohio Revised Code.

Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Maintenance of certification requirements in ACI Field Testing Technician Grade I; Aggregate Level 1; renewal of Commercial Driver's License pursuant to approved position description on file.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather (i.e., including rain, lightening, humidity & hot temperatures in summer time & cold temperatures in winter) & on-going traffic; work rotating shift; may be on-call 24 hrs. 7 days per week; lift &/or transport 50-100 pounds; exposed to unpleasant surroundings to include dead animals, containers filled with human waste, diapers, ditches with water & sewage, loud noise from equipment & traffic, confined work area while driving truck during regular &/or double shift during snow & ice removal or in confined space while digging ditches to install pipes or digging holes; exposed to insects such as bees, mosquitoes, flies & spiders; exposed to rodents to include mice & rats; exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac & pollen.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Technician 3C/M	53776	07	10/4/2015	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates basic, standard & complex equipment (i.e., see glossary for identification of basic, standard & complex equipment), acts as lead worker (i.e., provides work direction & training, schedules & assigns maintenance & repair of state highways, bridges & highway facilities, instructs crew members in proper highway maintenance procedures & safety practices, procures necessary equipment & materials & assigns equipment on daily basis & carries out established policies & procedures, monitors work for quality & completeness), performs snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, inspects construction projects related to both maintenance experience & non-maintenance types of projects to ensure contractor compliance with state specifications, plans &/or proposals, verifies plans quantities & calculations with blueprints, performs laboratory &/or field tests on materials proposed for construction to determine compliance with State specifications, monitors quality control sampling & testing, performs job control & quality control sampling of various plants, signs inspection reports as a qualified inspector pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

Performs variety of general highway maintenance duties, which vary by season, (e.g., cuts brush, grass & other vegetation; applies chemicals to vegetation; patches & seals berm & pavement; mixes mortar & concrete; shovels backfill; installs & repairs catch basin & stream channel & completes other drainage work; screens bleeding surface; reshapes/digs ditches/trenches; pours hot tar; removes trash; repairs/replaces/straightens street &/or traffic signs & other route markers; installs & repairs guardrails) & operates any combination of basic, standard or complex equipment to haul trash, mow grass, construct, improve, maintain, clean & repair highways &/or roadways & right-of-ways, excavates & grades ditches, digs channels & cleans waterways, move & load supplies & materials & complete other related highway maintenance assignments; erects snow fence; performs emergency response & clean up; performs traffic control (e.g., flags traffic through work zone or around accident site; sets lane closures; places high water signs; erects barricades); performs bridge maintenance duties (e.g., cuts & removes deteriorated concrete, mixes, pours, finishes and water proofs new concrete, builds, repairs & replaces headwalls, wooden bridge decks).

Prepares & maintains project records & reports (e.g., daily diary, inspection reports, pay item quantities, progress estimates, contractor's construction methods, material inspection); utilizes applicable systems & devices to record information & generate reports.

Performs minor repairs & maintenance on equipment (e.g., sharpens, sands, welds; paints; refuels; lubricates; checks tires for wear & pressure; replaces light bulbs; washes & cleans trucks & equipment to prevent rusting); changes tailgates & snowplow blades; conducts pre-trip inspections of equipment; performs miscellaneous labor & bookkeeping tasks; operates two-way radio/base station; telephones crews for emergencies; performs maintenance work on drawbridge equipment; cleans offices & garage; keeps daily records & logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains traffic delays; explains work underway); assists stranded motorists (e.g., telephones for needed assistance); performs general labor & maintenance functions at garage; loads & unloads freight; arranges stock in warehouse; moves equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of construction operations; employee training & development; lead work; safety practices (i.e., OSHA, ODOT safety practices & procedures related to maintenance & construction); human relations; agency policies (i.e., general maintenance, materials & construction); input information using Site Manager, EIMS, &/or other applicable systems & devices; basic understanding of spreadsheets; Skill in equipment operations (i.e., basic, standard & complex), testing & construction equipment, computer. Ability to deal with some abstract but mostly concrete variables; use technical mathematics to include statistical analysis as it applies to construction; prepare & deliver speeches before specialized audiences & general public; resolve complaints from angry citizens & government officials; demonstrate strength to lift 50-100 pounds.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

ODOT Internal Certification in General Knowledge, Earthwork, Drainage, & Pavements; successful completion of all Highway Technician Level 1 & 2 courses; 520 hours of structured construction experience with minimum number of hours satisfied in each category, or other applicable provisions regarding construction experience per the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME; Certification in ACI Field Testing Technician Grade I & Aggregate Level 1; valid driver's license.

-Or completion of associate core program in construction technology or comparable core program; 18 months experience or training in roadway construction inspection; Certification in ACI Field Testing Technician Grade I & Aggregate Level 1; valid driver's license.

-Or 36 months experience or training in roadway construction inspection; Certification in ACI Field Testing Technician Grade I & Aggregate Level 1; valid driver's license.

Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Maintenance of certification in ACI Field Testing Technician Grade I, & Aggregate Level 1. Must obtain & maintain Commercial Driver's License (level pursuant to approved PD on file) within 3 months of hire date; Successful completion of primary safety & equipment operation & basic construction overview classes during probationary period.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather (i.e., including rain, lightening, humidity & hot temperatures in summer time & cold temperatures in winter) & on-going traffic; work rotating shift; may be on-call 24 hrs. 7 days per week; lift &/or transport 50-100 pounds; exposed to unpleasant surroundings to include dead animals, containers filled with human waste, diapers, ditches with water & sewage, loud noise from equipment & traffic, confined work area while driving truck during regular &/or double shift during snow & ice removal or in confined space while digging ditches to install pipes or digging holes; exposed to insects such as bees, mosquitoes, flies & spiders; exposed to rodents to include mice & rats; exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac & pollen.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Technician 4	53774	07	10/4/2015	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Inspects construction projects to ensure contractor compliance with State specifications, plans &/or proposals &/or performs laboratory &/or field tests on materials to ensure quality control of project materials (e.g., roadway, drainage, demolition & clearing, foundations for embankment, sub grades, piles, guardrails &/or median barriers, landscaping slope protection, detours, temporary roads, bridge painting, inspects complex structures, verifies plans quantities & calculations with blueprints, tests concrete for air, slump & yield, operates nuclear gauges or embankment kit to test compaction & density & collects material samples to be forwarded to district or central office, performs specific laboratory or field tests on materials proposed for construction &/or on producers' or suppliers' stock obtained from field to determine compliance with state specifications & to monitor quality control testing, or monitor sampling & quality control testing, performs job control & quality control sampling of various plants in assigned work area, receives cross training in testing & construction, approves construction in line with environmental documents, designs & approves mix designs, researches & designs new materials to recommend changes, aggregates quality testing including the interpretation of results, rejects or accepts specific aspect of project pending review by engineer), signs inspection reports as a certified inspector (i.e. fully certified inspector), performs maintenance duties which include serving as a lead worker, emergency response & clean-up, layout & placement of maintenance of traffic devices, snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

Prepares & maintains project records & reports (e.g., daily diary, inspection reports, pay item quantities, progress estimates, contractor's construction methods, material inspection); utilizes applicable systems & devices to record information & generate reports; maintains records of samples tested; calibrates & maintains laboratory & field test equipment & instruments; operates personal computer to input data & create records.

MAJOR WORKER CHARACTERISTICS:

Knowledge of construction operations; employee training & development; lead work; safety practices (i.e., OSHA, ODOT safety practices & procedures related to maintenance & construction); human relations; agency policies (i.e., general maintenance, materials & construction); input information in Site Manager, EIMS, &/or other applicable systems & devices; basic understanding of spreadsheets. Skill in equipment operations (i.e., basic, standard & complex), testing & construction equipment, computer. Ability to interpret extensive variety of technical material in books, journals, & manuals; use technical mathematics to include statistical analysis as it applies to construction; use proper research methods in gathering data; handle sensitive inquiries from & contacts with officials & general public; demonstrate strength to lift 50-100 pounds.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of all Highway Technician level 3 courses (i.e., construction/field &/or lab track); 520 hrs. of construction exp.as a Highway Technician 3 or other applicable provisions regarding construction experience per the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME; Certification in ACI Field Testing Technician Grade I, Aggregate Level 1, & Nuclear Gauge.

In addition to the above, for positions in Construction, applicants must possess the following:

Successful completion of ODOT Internal Certification in Structures & Traffic Control Devices.

In addition to the set of qualifications immediately above, for positions in test lab, applicants must possess the following:

Certification in Aggregate Levels 2 & 3, Asphalt Levels 2 & 3, & Concrete Technician.

Note: Applicant must have valid Commercial Driver's License at the appropriate level pursuant to approved position description on file to operate motorized equipment of size & type regulated by section 4506 of Ohio Revised Code.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Maintenance of certification requirements as noted in minimum qualifications & position description; renewal of Commercial Driver's License pursuant to approved position description on file.

UNUSUAL WORKING CONDITIONS: Exposed to construction equipment, traffic, dust, noise, adverse weather conditions, high areas (e.g., beams, bridges), rough terrain, sewer odor; may work varying hours; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Highway Technician 5	53775	07	10/4/2015	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates construction &/or testing contract administration (e.g., performs/reviews/monitors field-testing operations, materials acceptance & Site Manager records to ensure departmental consistency in materials quality, procedures, acceptance & documentation & oversees district-wide materials testing coordination construction contract finalization process to include documentation audit, change orders & various items to final out a project), performs maintenance duties which include serving as a lead worker, emergency response & clean-up, layout & placement of maintenance of traffic devices, snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments pursuant to the March 11, 2015 Highway Technician MOU between ODOT & OCSEA/AFSCME.

Provides support services to projects for acceptance of project materials, interpretation of test results, definition & interpretation of procedures (e.g. policies, testing methods, acceptance, exceptions, small quantities); performs monitoring of supplier, contractor, & producer quality control, testing & acceptance processes to assure performance test results have validity based on materials production processes (e.g. test procedures, equipment calibration, test performance, technician performance, quality control monitoring of mix designs, mix processes, raw materials acceptance, supplier/contractor/producer test results, documentation, problem investigations); performs or directs performance of special tests for material failures investigations, research, & specification development.

Operates personal computer to input, maintain, update data into Site Manager, EIMS &/or applicable devices & software systems (e.g. samples, materials, material codes, data screen, bills of materials).

Performs routine materials tests for acceptance, verification, quality assurance as required or guides lower level personnel; maintains laboratory testing equipment, calibration, records, & tolerances; performs inspections of manufacturer's test equipment (e.g. scales, delivery equipment, test devices, temperature equipment).

Performs or assists in training of department, supplier & contractor personnel for materials certification tests required by policy or specification; gathers, analyzes & interprets data, prepares reports, makes presentations; attends materials training, district & departmental meetings, acts as representative for materials management unit in specific materials field.

MAJOR WORKER CHARACTERISTICS:

Knowledge of construction operations; employee training & development; lead work; safety practices (i.e., OSHA, ODOT safety practices & procedures related to maintenance & construction); human relations; agency policies (e.g., general maintenance, materials & construction); input information in various systems (e.g., Site Manager, EIMS), basic understanding of spreadsheets, Data Base*, CPM Schedule*, PowerPoint*. Skill in equipment operations (e.g., snow & ice equipment, testing & construction equipment, computer). Ability to deal with some abstract but mostly concrete variables; use technical mathematics to include statistical analysis as it applies to construction; use proper research methods in gathering data; prepare & deliver speeches before specialized audiences & general public; resolve complaints from angry citizens & government officials; demonstrate strength to lift 50-100 pounds.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

ODOT Internal Certification in Contract Administration; successful completion of all Highway Technician level 4 courses; 24 mos. construction &/or testing exp. based on approved position description on file; Certification in ACI Field Testing Technician Grade I, Aggregate Level 1, & Nuclear Gauge.

In addition to the set of qualifications immediately above, for positions in test lab, applicants must possess the following:

Certification in Aggregate Levels 2 & 3; Certification in Asphalt Levels 2 & 3; Certification in Concrete Technician.

Note: Applicant must have valid Commercial Driver's License at the appropriate level pursuant to approved position description on file to operate motorized equipment of size & type regulated by section 4506 of Ohio Revised Code.

Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Maintenance of certification requirements as noted in minimum qualifications & position description; renewal of Commercial Driver's License pursuant to approved position description on file.

UNUSUAL WORKING CONDITIONS:

Exposed to construction equipment, traffic, dust, noise, adverse weather conditions, high areas (e.g., beams, bridges), rough terrain, sewer odor; may work varying hours; requires travel.