

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Road Inventory Specialist

SERIES NO.:

8471

MAJOR AGENCIES:

Transportation

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the road inventory specialist occupation is to collect data to maintain an inventory of all public & private railroad crossings or all state, county, township & municipal roads & streets in Ohio.

At the lower level, incumbents compile road inventory data in-house or conduct onsite field surveys in order to gather road inventory data.

At the higher levels, incumbents act as in-house or field lead workers over lower-level road inventory specialists.

CLASS TITLE

Road Inventory Specialist 1

CLASS NUMBER

84711

PAY RANGE

27

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The first full performance level class works under general supervision & requires considerable knowledge of algebra & geometry & ability to read highway construction plans in order to compile road inventory data in-house to maintain road inventory files or to gather road inventory data by performing onsite field inventories & prepare inventory field sheets.

CLASS TITLE

Road Inventory Specialist 2

CLASS NUMBER

84712

PAY RANGE

28

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of algebra & geometry & ability to read highway construction plans in order to act as lead worker over lower-level road inventory specialists in in-house processing of road inventory data or over lower-level road inventory specialists conducting onsite field surveys to gather road inventory field data.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Road Inventory Specialist 1	84711	14	01/09/2005	27

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.)

A - In-house, compiles road inventory field data received from Department of Transportation, county engineers & commissioners, township trustees, city engineering departments, consultants, Secretary of State & Federal Highway Administration in order to maintain director's official road inventory files to include basic state route section inventory, county, township & municipal road & street section inventory, state route supplemental inventory file, supplemental road & street intersection file, photolog inventory, straight line diagrams & highway performance monitoring system section listing;

OR

B - In-field, conducts onsite field surveys in order to gather road inventory field data to include survey of mileage to nearest hundredth of mile, surface & base types & widths, horizontal curvature, vertical gradient, restricted sight distance & other pertinent data using electronic odometer equipped vehicle & extracts all required data from highway engineering plans, recorded annexation & plat maps in order to prepare road inventory field sheets (i.e., form PL-300) for state, county & township highway systems & form PL 416 for municipal street systems.

Conducts annual meetings to obtain construction & resurfacing data & to certify mileage; maintains department official set of 88 county & 942 incorporated municipal maps by incorporating changes reported from department, field personnel & Secretary of State.

Contacts departmental district representatives to receive data & maintain accurate road inventory data files; participates in special road inventory projects (e.g., sufficiency ratings, sight distance for establishment of no passing zones, system classification revisions).

Maintains federal & state railroad grade crossing inventories by performing calculations to determine sight distance & approach grades from field surveys; verifies all county & municipal maps submitted to Department of Transportation for compliance with Sections 4504.03 & 5541.04 of Revised Code.

MAJOR WORKER CHARACTERISTICS:

Knowledge of algebra & geometry; computer science. Skill in use of video display terminal/personal computer; railroad survey equipment, electronic odometer, measuring tape or Rol-A-Tape, engineering scale*. Ability to read highway construction plans & legal annexation descriptions &/or collect/read site inventory data to update locations of all public & private railroad crossings or of all roads & streets in Ohio; use proper research methods in collecting data; gather, collate & classify information about railroad crossing, roads &/or streets.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in reading highway construction plans & legal annexation descriptions; 1 course or 3 mos. exp. in geometry; 1 course or 3 mos. exp. in algebra; 1 course or 3 mos. exp. in computer science (e.g., computer language, use of video display terminal or software applications); 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:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may work outside in varying weather conditions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Road Inventory Specialist 2	84712	14	01/09/2005	28

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.)

A - In-house, acts as lead worker (i.e., provides work direction & training) over lower-level road inventory specialist in processing data received through field surveys in order to update & maintain road inventory computerized data files, departments official set of 88 county maps & 942 incorporated municipal maps, monitors special road inventory projects (e.g., sufficiency ratings, sight distance inventories) & coordinates maintenance of federal & state railroad grade crossing inventories.

OR

B - In field, acts as lead worker (i.e., provides work direction & training) over lower-level road inventory specialists in all phases of road inventory data collection to include preparation of field sheets & actual field surveys, establishment of precise location of corporate boundaries utilizing legal annexation descriptions & plat maps & survey of all public railroad-highway grade crossings to obtain physical feature data.

Schedule, coordinates &/or monitors meetings conducted by field personnel & reporting of road maintenance not covered by state contract, location & erection of Equation & One-Mile markers & maintenance of Access Control Features; prepares project priority lists for use in protection upgrading of railroad crossings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development; public relations*; algebra & geometry; computer science. Skill in use of video display terminal/personal computer; railroad survey equipment, electronic odometer, measuring tape or Rol-A-Tape, engineering scale*. Ability to read highway construction plans & legal annexation descriptions &/or collect/read site inventory data to update locations of all public & private railroad crossings or of all roads & streets in Ohio; use proper research methods in collecting data; gather, collate & classify information about railroad crossing, roads &/or streets; handle routine & sensitive inquiries from & contacts with government officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. trg. or 3 yrs. exp. in field collection, review & analysis & recording of data to provide inventory of roads & streets &/or railroad crossings for state, county, township &/or municipality; 12 mos. trg. or 12 mos. exp. in reading highway construction plans & legal annexation descriptions; 1 course or 3 mos. exp. in geometry; 1 course or 3 mos. exp. in algebra; 1 course or 3 mos. exp. in computer science (e.g., computer language, use of video display terminal or software applications); valid driver's license.

-Or 3 yrs. exp. as Road Inventory Specialist 1, 84711; 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:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work flexible hours; may require travel; may require working outside exposed to varying weather conditions.