REVISED

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Highway Worker 4

CODE: 53214C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from highway maintenance superintendent, serves as lead worker (i.e., provides work direction & training) over crew of lower-level highway workers performing highway maintenance & repair tasks by hand, use of hand tools &/or motorized equipment (i.e., schedules & assigns maintenance & repair of state highways & highway facilities, instructs crew members in proper maintenance procedures & safety practices, procures necessary equipment & materials & assigns equipment), conducts highway, equipment & safety inspections & investigates complaints, works with crew in maintaining & repairing state highways & highway facilities & operates various pieces of motorized equipment (e.g., dump truck, front-end loader, backhoe, tar distributor, roller, mower);

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	31-37	Serves as lead worker (i.e., provides work direction & training) over crew of lower-level highway workers performing highway maintenance & repair functions by hand, use of hand tools &/or motorized equipment (i.e., schedules & assigns maintenance & repair of state highways & highway facilities, instructs crew members in proper highway maintenance procedures & safety practices, procures necessary equipment & materials & assigns equipment).	Knowledge of (1) employee training & development*, (2) functional supervision*, (3) safety practices associated with highway maintenance activities & equipment operation, (4) public relations; skill in (5) equipment operation; ability to (6) carry out instructions in written or oral form (7) add, subtract, multiply & divide whole numbers, (8) recognize safety warnings, (9) establish friendly atmosphere as supervisor of work unit, (10) lift 100 lbs.
2	13-19	Inspects highways in assigned area & determines needed repairs to maintain safe road conditions, conducts safety inspections on equipment & schedules necessary maintenance & investigates complaints from general public.	Knowledge of 3, 4; ability to (11) recognize unusual or threatening conditions & take appropriate action, (12) answer routine telephone inquiries from public.

123: 1-7-17 (52)

*Developed after employment

UNUSUAL WORKING CONDITIONS: Works outside exposed to inclement weather & moving traffic, on call 24 hours a day, 7 day per week.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 3 courses in safety practices associated with highway maintenance activities & equipment operation, (or 3 mos. exp.); 300 hrs. trg. in operation of motorized equipment (e.g., dump truck equipped with salt spreader & snow plow, roller, backhoe, front-end loader, tractor

TRAINING & DEVELOPMENT: Renewal of Commercial Driver's License, as necessary, if required, based on

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	31-37	Works with crew in maintaining & repairing state highways & highway facilities (e.g., repairs road surfaces, repairs & replaces guardrails & traffic signs, repairs & replaces culverts, lays tile, cuts brush, mows weeds, removes litter), supervises & participates in snow & ice control & operates various pieces of motorized equipment used in highway maintenance activities (e.g., dump truck with snow plow & salt spreader, roller, backhoe, front-end loader, tractor mower, tar distributor).	Knowledge of 1*, 2*, 3; skill in 5; ability to 6, 8, 9, 10, 11, (13) cooperate with co-workers on group projects.
4	4-10	Prepares & maintains daily maintenance management system forms; maintains records of materials & equipment usage, truck mileage & manhours.	Knowledge of (14) office practices & procedures*; ability to 7, (15) complete routine forms, (16) sort items into categories according to established methods.

123: 1-7-17 (53)

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)*

mower, tar distributor) (or 3 mos. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent. Current Ohio Driver's License. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have Commercial Driver's License.

Training & Development -(continued)

vehicles operated.