

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Highway Maintenance Worker	<b>SERIES NO :</b> 5321
	<b>MAJOR AGENCIES:</b> Transportation Only	<b>EFFECTIVE DATE:</b> 7/29/01

**SERIES PURPOSE:** The purpose of the highway maintenance occupation is to construct, improve, maintain, repair & clean highways &/or roadways & right-of-ways.

At the lower two levels, incumbents use hand &/or power tools &/or motorized equipment to perform highway maintenance tasks.

At the higher levels, incumbents act as lead workers &/or operate heavy/heaviest motorized equipment.

Note: Assigned highway maintenance projects (i.e., constructions & reconstruction, except in the case of a bridge or culvert, or the installation of a traffic control signal) can not be estimated to exceed \$20,000 per Section 5517.02 of Revised Code.

**CLASS TITLE:**  
Highway Maintenance Worker 1

**CLASS NUMBER:**  
53211

**EFFECTIVE DATE:**  
3/26/1990

**CLASS CONCEPT:**  
The entry level class works under immediate supervision & requires some knowledge of highway maintenance procedures in order to flag & direct on-going vehicular traffic, set up traffic control structures & use hand tools to perform road repairs.

**CLASS TITLE:**  
Highway Maintenance Worker 2

**CLASS NUMBER:**  
53212

**EFFECTIVE DATE:**  
7/29/2001

**CLASS CONCEPT:**  
The developmental level class works under general supervision & requires working knowledge of highway maintenance & equipment operations in order to perform general highway maintenance & operate variety of motorized equipment (i.e., see Page 4, Rank One, for identification of motorized equipment) to clean & maintain highways &/or roadways, haul trash/debris, supplies & materials, control snow & ice, mow grass, cut brush, trees & other vegetation & to perform other tasks to construct, improve, maintain, repair & clean highways &/or roadways & right-of-ways.

**CLASS TITLE:**

Highway Maintenance Worker 3

**CLASS NUMBER:**

53213

**EFFECTIVE DATE:**

7/29/2001

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of highway maintenance & heavy equipment operations in order to perform general highway maintenance duties & operate heavy motorized equipment (i.e., see Page 6, Rank One, for identification of heavy motorized equipment) to construct, improve, maintain, repair & clean highways &/or roadways & right-of-ways to include excavating & grading ditches, digging channels & cleaning waterways.

**CLASS TITLE:**

Highway Maintenance Worker 4

**CLASS NUMBER:**

53214

**EFFECTIVE DATE:**

7/29/2001

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough knowledge of highway maintenance & heavy equipment operations in order to act as lead worker over highway maintenance work crews &/or operate heaviest motorized equipment (i.e., See Page 8, Rank One, for identification of heaviest motorized equipment) to construct, improve, maintain, repair & clean highways, roadways & right-of-ways to include excavating & grading ditches, digging channels & cleaning waterways.

<b>CLASS TITLE:</b> Highway Maintenance Worker 1	<b>CLASS NUMBER:</b> 53211	<b>BARGAINING UNIT:</b> 06
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**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some of all of the duties or other job-related duties as assigned).

Flags & directs on-going vehicular traffic through highway maintenance & construction sites, sets up & maintains traffic control structures (e.g., barricades, pot torches, cones, pavement markings, electrical warning devices), uses hand tools to perform road repairs (e.g., repairs road shoulders, culverts & berms, patches pot holes, smoothes tar poured into cracks, does minor guardrail repair rough painting, shovels snow, spreads salt).

Performs general building, grounds & equipment maintenance &/or custodial work (e.g., mows lawn; trims shrubs; sweeps floors; washes windows; removes trash; rakes leaves; shovels sidewalks; paints structures; cleans, paints & refuels equipment).

Performs general maintenance & minor repairs of equipment (e.g., fueling, cleaning, minor adjustments); completes daily work records & logs; operates 2-way radio; answers telephone; rides “shot-gun” during snow & ice season; drives truck with snow plow & spreader attachments to perform snow & ice control duties.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of addition & subtraction; highway maintenance & traffic control safety practices\*. Skill in operation of hand tools\*; operation of motorized snow equipment\*. Ability to recognize unusual or threatening conditions & take appropriate action; read simple sentences; cooperate with co-workers on group projects; demonstrate strength to lift 50-100 pounds.

(\*) DEVELOPED AFTER EMPLOYMENT.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:** Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary.

Note: If involved in driving motorized snow & ice control equipment, must also have valid commercial driver’s license.

In accordance with Section 124.11(B)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-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:** Not applicable

<b>CLASS TITLE:</b> Highway Maintenance Worker 2	<b>CLASS NUMBER:</b> 53212	<b>BARGAINING UNIT:</b> 06
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**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some of all of the duties or other job-related duties as assigned).

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 following motorized equipment (i.e., air compressor, asphalt reclaimer/recycler backhoes, towable barricades, power or tow broom, 1 ton brush chipper, concrete saw or vibrator, 3 ton &/or 8 ton ditcher, ditch shaper, 8 ton dump truck, 6 &/or 10 ton dump truck, 10 ton tandem axle dump truck, electricade with trailer, forklift, 2 or 4 wheel drive front-end loader, generator, 13,000-23,000 pound grader, hammers & jack hammer, 6 ton loader, mowers including rear brush hog, rear flail, cutter bar under 60 cubic inch, push & side mount rotary, 1/2ton, 3/4ton & 1 ton pick-up truck or van, plow & spreader, tractor mounted pot hole digger/auger, 4-6 ton roller patcher, 5-8 ton roller, sand blaster, chain saws, pavement joint sealer, sewer jet, sewer eel, hydraulic &/or stone box spreader, spade, stake truck, sewer jet, sewer eel, hydraulic &/or stone box spreader, spade, stake truck, stump cutter, 300 gallon truck tar kettle, tar distributor, tractor under 190 cubic inches, berm drag tractor &/or tractor with cutter bar, water pumps, weed eaters, 24 foot straight truck) to haul trash, spread salt, plow snow, mow grass, construct, improve, maintain, clean & repair highways &/or roadways & right-of-ways, move & load supplies & materials & complete other related highway maintenance assignments.

Rides “shot-gun” as helper to truck operator when assigned; 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 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 tail gates & snow plow blades; conducts pre-trip inspections of equipment.

Performs miscellaneous labor & bookkeeping tasks; operates two-way radio/base station; telephones crews for emergencies; works as night security when assigned; cleans offices & garage when assigned; keeps daily records & logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains why delay in commute; explains work underway); assists stranded motorists (e.g., telephones for needed assistance).

**MAJOR WORKER CHARACTERISTICS:** Knowledge of addition & subtraction; safety practices pertaining to highway maintenance & equipment operations\*. Skill in operation of heavy motorized equipment (e.g., air compressor, asphalt reclaimer/recycler, truck mounted backhoe, 1 ton brush chipper); hand tools\*. Ability to read simple sentences; recognize threatening or unusual conditions & take appropriate action; carry out simple instructions; demonstrate strength to lift 50-100 pounds.

(\*) DEVELOPED AFTER EMPLOYMENT.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:** Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 3 mos. trg. or 3 mos. exp. in operation of heavy motorized equipment (e.g., air compressor, asphalt reclaimer/recycler, truck mounted backhoe); valid Class "B" Commercial Driver's License.

In accordance with Section 124.11(B)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-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 as required by law.

**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; may work rotating shift; may be on-call 24 hrs., 7 days per week; lifts 50-100 pounds; may be 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 garage space while digging ditches to install pipes or digging holes; may be exposed to insects such as bees, mosquitoes, flies & spiders; may be exposed to rodents to include mice & rats; may be exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac & pollen.

<b>CLASS TITLE:</b> Highway Maintenance Worker 3	<b>CLASS NUMBER:</b> 53213	<b>BARGAINING UNIT:</b> 06
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**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some of all of the duties or other job-related duties as assigned).**

Performs variety of general highway maintenance duties, which vary by season, using various hand/power tools equipment (e.g., snow & ice control, pot hole patching, surface repairs, full depth repairs, filling & sealing joints & cracks, surface treatments, repairing berms, curbs, gutters, ditches, slopes & slides; cleaning & reshaping ditches; cleaning channels & drainage structures), operates any combination of following heavy motorized equipment & attachments (i.e., atehy loader, bump heater, cherry picker, concrete mixer, 4-6 ton compactor, 7 ton dozer, excavator, over 23,000 pound grader, low-boy, mud jack, pull type paver, pavement grinder, at least 8 ton but less than 12 ton roller, truck mounted sewer cleaner, steamer, hand & long-line striper, 10 ton sweeper, lowboy 10 ton tractor, boom, platform &/or pounder trucks, traffic line remover, Vac-All sweeper, 10 ton Vactor-Jet & computerized weed spray truck) & also operates any or all pieces of equipment operated by Highway Maintenance Worker 2 as required to construct, improve, repair, maintain & clean highways & or roadways & right-of-ways.

Rides “shot-gun” as helper to truck operator when assigned; 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); acts as lead worker (i.e., provides work direction & training) to work crews in absence of Highway Maintenance Worker 4.

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

Performs general labor, maintenance & other related functions at garage; loads & unloads materials & checks for damage; completes daily records & logs; conducts pre-trip inspections of equipment; responds to general inquiries from public (e.g., gives directions; explains why delay in commute; explains work underway); assists stranded motorists (e.g., telephones for needed assistance).

**MAJOR WORKER CHARACTERISTICS:** Knowledge of addition & subtraction; safety practices pertaining to highway maintenance & equipment operations. Skill in operation of heavy motorized equipment (i.e., atehy loader, bump heater, cherry picker, concrete mixer, 4-6 ton compactor, 7 ton dozer, excavator, low-boy, mud jack); hand tools; snow control equipment. Ability to read simple sentences; recognize threatening or unusual conditions & take appropriate action; demonstrate strength to lift 50-100 pounds.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:** Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 6 mos. trg. or 6 mos. exp. in operation of heavy motorized equipment (i.e., atehy loader, bump heater, cherry picker, concrete mixer, 4-6 ton compactor, 7 ton dozer, excavator, over 23,000 pound grader, low-boy, mud jack, pull type paver, pavement grinder, 8-10 ton roller, truck mounted sewer cleaner, steamer, hand & hot liner striper, 10 ton sweeper, lowboy 10 ton tractor, 25,000 to 35,000 pound dump truck, all boom, platform &/or pounder trucks, traffic line remover, vac-all sweeper, 10 ton vactor-jet & computerized weed spray truck); valid Class “A” Commercial Driver’s License.

-Or 6 mos. exp. as Highway Maintenance Worker 2, 53212; valid Class “A” Commercial Driver’s License.

-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 as required by law.

**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; may work rotating shift; may be on-call 24 hrs., 7 days per week; lifts 50-100 pounds; may be 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; may be exposed to insects such as bees, mosquitoes, flies & spiders; may be exposed to rodents to include mice & rats; may be exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac & pollen.

<b>CLASS TITLE:</b> Highway Maintenance Worker 4	<b>CLASS NUMBER:</b> 53214	<b>BARGAINING UNIT:</b> 06
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**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some of all of the duties or other job-related duties as assigned).

Serves as lead worker (i.e., provides work direction & training) over crew of lower-level highway maintenance 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 on daily basis & carries out established policies & procedures) &/or operates any combination of heaviest types of motorized equipment & attachments (i.e., concrete groover/pavement cutter, cranes including ¾cu. yard & up, truck mounted, self-propelled, 35 ton, wheeled hydraulic boom, 30 ton clam bucket, 10 ton crawler, 18 ton dozer, heavy crawler & truck mounted excavator 44,000 pounds or more, gradall 44,000 pounds & over, 1 ton pile driver, road widener, 12 ton roller, tractor trailer with gross vehicle weight of 36,500 pounds or more, truck trailer over 50,000 pounds, 34,000 pound Vactor Jet) & in addition to one of preceding options, operates any or all equipment operated by lower-level highway maintenance workers to excavate & grade ditches, dig channels, load & or/haul heavy materials, clean waterways &/or performs assigned highway maintenance tasks to construct, improve, repair, maintain & clean highways &/or roadways & right-of-ways.

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.

Works with crew in maintaining & repairing state highways & highway facilities (e.g., repairs road surfaces; repairs & replaces guardrails & street/traffic signs & other route markers; repairs & replaces culverts, lays tile & completes other drainage work; cuts brush; mows grass/weeds; removes litter); oversees & 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, frontend loader, tractor mower, tar distributor).

Prepares & maintains daily maintenance management system forms; maintains records of materials & equipment usage, truck mileage & work hours; responds to routine inquiries from general public (e.g., gives directions; explains reason for delay in commute: explains work underway).

**MAJOR WORKER CHARACTERISTICS:** Knowledge of employee training & development\*; safety practices pertaining to operation of heaviest types of construction equipment & highway maintenance; fractions & decimals. Skill in operation of heaviest construction equipment (i.e., 10 ton backhoe, concrete groover/pavement cutter, cranes including wheeled ¾yard & up, truck mounted, self-propelled, 35 ton, wheeled hydraulic boom, 20 ton clam bucket; 10 ton crawler, 18 ton dozers, heavy crawler & truck mounted excavator, gradall 44,000 pounds & over, 1 ton pile driver, road widener, 12 ton roller, tractor trailer with gross vehicle weight of 36,500 pounds or more, 20 ton rubber tire truck, truck trailer over 50,000 pounds, 34,000 pound vector jet). Ability to read simple sentences; recognize threatening or unusual conditions & take appropriate action; demonstrate strength to lift 50-100 pounds.

\*DEVELOPED AFTER EMPLOYMENT

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:** Formal education in arithmetic that includes fractions & decimals & in reading, writing & speaking common English vocabulary; 12 mos. trg. or 12 mos. exp. in operation of heaviest construction equipment (i.e., 10 ton backhoe, concrete groover/pavement cutter, cranes including wheeled ¾yard & up, truck mounted, self-propelled, 35 ton, wheeled hydraulic boom, 20 ton clam bucket, 10 ton crawler, 18 ton dozers, heavy crawler & truck mounted excavator, gradall 44,000 pounds & over, 1 ton pile driver, road widener, 12 ton roller, tractor trailer with gross vehicle weight of 36,500 pounds or more, 20 ton rubber tire truck, truck trailer with over 50,000 pounds, 34,000 pound vector jet); 3 mos. trg. or 3 mos. exp. in safety practices pertaining to equipment operation &/or highway maintenance; valid Class “A” Commercial Driver’s License.

-Or 6 mos. exp. as Highway Maintenance Worker 3, 53213; valid Class “A” Commercial Driver’s License.

-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 as required by law.

**UNUSUAL WORKING CONDITIONS:** Works outside exposed to weather (i.e., including rain, lightning, 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; lifts 50-100 pounds; may be 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; may be exposed to insects such as bees, mosquitoes, flies & spiders; may be exposed to rodents to include mice & rats; may be exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac & pollen.