

HIGHWAY TECHNICIAN

TOMPKINS COUNTY

Department Public Works
Classification Competitive
Labor Grade L(13)
Approved Bd. Res. #359, 12/21/93
Revised 7/98, 2/04
By AF, Commissioner of Personnel
BBP Risk Factor 3

DISTINGUISHING FEATURES OF THE CLASS: This position manages the Highway Department road maintenance program. This program consists of such activities as pavement patching, crack filling, ditch maintenance, shoulder maintenance, roadside mowing, snow and ice maintenance, sign maintenance, dead deer pickup, tree cutting, brush removal etc. This position develops maintenance plans, goals and objectives. The position is responsible for the cost-effective management of labor, equipment, and material resources to accomplish the required maintenance functions on the 307 mile county road network. The position manages an overall annual materials and services budget of about \$200,000 and the cost-effective use of about 1/3 of the department's labor and equipment resources. The incumbent provides technical support and research assistance for highway project types. This position involves considerable contact with the public and negotiations with landowners. The work is performed under the general management of the Highway Manager with a high degree of autonomy. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Develops strategic, long range, scheduling and planning for highway maintenance programs such as gantt charts
Manages a materials and services annual budget of about \$200,000
Writes Work Orders and Service Orders for all highway maintenance projects and programs
Performs and coordinates research and analysis and writes reports concerning
Interprets and applies highway and vehicle traffic law, especially with respect to sign issues.
Maintains Pavement Management System data in a computer automated PMS
Manages the road network traffic counting program
Manages the road striping program
Issues permits and monitors compliance with respect to rules, regulations, codes and contracts
Assigns and assists with field surveys, inspections, and quality control
Develops and coordinates agreements with landowners for highway work outside of established right-of-way
Does construction inspection to ensure proper implementation of plans, specifications, regulations, and codes.
Oversees material testing in the field and/or lab in support of road maintenance projects
Attends job related training and seminars as determined by the Highway Manager
Visits Work Order and Service Order project sites to insure work is progressing in accordance with master plans, and priorities, and according to design and specifications.
Enforces compliance with all work site safety policies, rules and regulations published by the county and outside agencies such as OSHA, DEC, PESH etc.
Performs project Cost Estimating.

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HIGHWAY TECHNICIAN (CONTINUED)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of highway construction;
Good understanding of the instruments and materials used in highway construction projects;
Good knowledge of survey and engineering terminology;
Good knowledge of the rules, regulations and codes pertaining to highway programs;
Ability to communicate effectively with the public and various agencies;
Ability to interpret engineering drawings and specifications;
Ability to formulate budgets and schedules;
Ability to perform surveys including but not limited to construction, property, topography, traffic and route;
Ability to perform material and construction tests in the field and lab;
Ability to understand and interpret complex oral and written information;
Ability to use computers with highway and related software programs such as traffic management software, CADD, pavement management software, Excell etc.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Construction Technology **AND** 5 years of full-time paid (or the equivalent part-time and/or volunteer) experience in road maintenance and construction; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** 10 years of full-time paid (or the equivalent part-time and/or volunteer) experience in road maintenance and construction; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENT:

- (a) Effective April 1992, a valid Class D New York State Drivers License is required at the time of application. The successful applicant must maintain such license throughout the life of employment.
- (b) Within twelve months from the date of appointment, the incumbent must obtain certification from the National Institute for the Certification of Highway Technicians or an equivalent certification.

