



CLASSIFICATION NO. 602

Established: 3/18

Revised: 10/23

FLSA: Non-Exempt

EEO: 7

TRANSPORTATION MAINTENANCE SPECIALIST 2

CLASS CHARACTERISTICS

Under supervision, to operate light and medium equipment used in road, bridge, and traffic markings and sign construction or maintenance; to perform unskilled and semi-skilled manual labor tasks; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Transportation Maintenance Division within the Department of Transportation and Development maintains the County's roads, bridges, culverts, buildings, traffic markings, signs, signals, and equipment related to the County's road, bridge, traffic, and ferry systems.

The Transportation Maintenance Specialist 2 is the second level classification in the four level Transportation Maintenance Specialist series. Most of the Transportation Maintenance Specialist 2's duties relate to manual tasks. Flagging, pothole patching, and working on the brushing crew are typical assignments. Incumbents also operate light and medium equipment having four axles or less. The Transportation Maintenance Specialist 2 is involved with projects in all areas of transportation maintenance.

The Transportation Maintenance Specialist 2 classification differs from the Transportation Maintenance Specialist 3-4 in terms of equipment operated and tasks performed. It also differs from the Transportation Maintenance Specialist 1 which performs a variety of manual labor tasks and does not require a CDL.

TYPICAL TASKS

Depending upon assignment, the majority of duties may be concentrated in one of the following categories but are not limited to:

GENERAL

1. Operates a variety of hand tools and power tools.
2. Performs and is responsible for lubrication and light routine maintenance of equipment; reports operating and repair problems to equipment shop supervisor or mechanics.
3. Operates trucks and related equipment requiring a Class B license; hauls and dumps road maintenance and repair materials, including asphalt, rock, oil, dirt and culvert pipes.
4. Operates mechanical brush cutter on right-of-way to cut vegetation on highway shoulders and roadsides; operates self-propelled rollers weighing up to five tons.

5. Accesses computer information such as inventory and maintenance records, material safety and data sheets; completes forms, writes basic reports on work, time and materials used.
6. Performs any other equipment operation or manual assignment of equal or less skills than those listed above, as directed.
7. May perform non-motorized herbicide application in designated County roadways and right-of-ways.
8. May train other employees in their area of work in maintenance and repair methods, techniques, and in the setup and use of equipment.

BRIDGE MAINTENANCE

1. Assists in construction, maintenance, and repairs on bridge structures; maintains bridge components, and mechanical equipment; constructs forms for pouring concrete headwalls, abutments, and catch basins; maintains and repairs steel and wood bridges; inspects and installs guardrails.

ROAD MAINTENANCE

1. Participates in snow and ice removal; operates snow blower, loads, and applies sand, gravel, and deicer to roads, plows snow, and installs vehicle chains.
2. Works on brush removal crews; trims trees, shrubs, and other plants; mows, cuts, stacks, and chips brush; hauls brush and other debris.
3. Performs heavy manual labor; digs ditches; cleans and installs culverts; removes debris from roadway and shoulders; prepares potholes, cracked, and broken pavement for patching; loads and unloads tools, equipment, and materials.
4. Operates boom truck.

TRAFFIC MAINTENANCE

1. Installs, repairs, replaces, and inspects traffic signs, markings, and posts; emergency response traffic control; supervised pavement marking.
2. Digs post holes and secures posts; attaches signs and checks post height, level, and angle of sign; removes brush and cleans signs to make them visible and readable, requests needed replacement signs.
3. Constructs traffic signs and markings for street names, buildings, and windows, promotional and other signs; adheres sign faces to proper sized wood or metal sign blanks; creates design and stencil material using computer software to combine letters and symbols; formats and cuts to desired size; engraves and installs signs composed of plastic laminates.
4. Operates striper as gunner.
5. Directs traffic around hazards or crews in the roadway; sets out temporary road signs, traffic cones, and barricades at work sites.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Operation, maintenance and minor repair of motor equipment; basic office equipment, including personal computers and software programs; basic principles of bridge construction; methods, tools, and equipment and materials used in the maintenance and repair of wood, steel, and concrete bridge structures; regulations regarding installation and placement of traffic signs and markings; standard traffic sign and markings maintenance methods, materials, tools and equipment.

Skill to: Learn and perform routine road maintenance and construction methods and practices; learn and use safe working practices; learn and adhere to stated oral and written instructions, communications, policies and procedures; learn and apply safe and effective use of hand and power tools and equipment; perform specialized manual work; work effectively as part of a team or independently; take direction; apply learned techniques, processes and procedures; perform measurements and basic math; establish and maintain effective working relationships with other County employees; maintain positive public relations at work sites; notice and report safety problems and simple maintenance needs; communicate effectively, both orally and in writing; perform accurate assignments from oral or written instructions with minimal supervision; safely operate dump trucks, brush cutters, paver screed, and boom truck; operate assigned vehicles and equipment effectively and safely; operate computer software and related equipment.

WORKING CONDITIONS

Duties require frequent to continuous standing, walking, squatting, kneeling, bending, twisting, balancing, digging, climbing, overhead reaching and repetitive grasping and fine motor manipulation. The ability to lift and carry up to 80 pounds, and push/pull 100 pounds. Duties also involve frequent to continuous exposure to loud noises, vibration, slippery and/or uneven surfaces, dust, fumes from exhaust, paint and welding, hot oil, asphalt, and chemicals, working at heights, traffic and electrical hazards, and adverse weather conditions including extreme temperatures.

Incumbents may perform after-hours emergency response on a call-out basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Valid Class B Commercial Driver's License (CDL) with no restrictions in order to drive manual transmission and full air brake vehicles, including tanker endorsement.
- Current Medical Examination Certification (DOT Physical) in accordance with Federal Motor Carrier Regulations.

PRE-EMPLOYMENT REQUIREMENTS

Must pass a pre-employment drug test (DOT Regulations for CDL).

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

OTHER INFORMATION

The Transportation Maintenance Specialist 2 is part of a promotional career path. Incumbents in the Transportation Maintenance Specialist 2 classification may be promoted to higher Transportation Maintenance Specialist classifications through an internal recruitment and selection process.

Edited: 1/19