



CLASSIFICATION NO. 604

Established: 3/18

Revised: 10/23

FLSA: Non-Exempt

EEO: 7

## **TRANSPORTATION MAINTENANCE SPECIALIST 4**

### **CLASS CHARACTERISTICS**

Under general supervision, to lead the work of assigned Transportation Maintenance Specialists; to oversee and track tasks in the field; to serve as a technical resource for subordinate staff; to communicate with employees, citizens, and vendors; 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, and buildings, traffic markings, signs, signals and equipment related to the County's road, bridge, traffic, and ferry systems.

The Transportation Maintenance Specialist 4 is the highest level in the Transportation Maintenance Specialist series and leads the work of assigned personnel in the field. Incumbents are responsible for the inspection of County-maintained bridges and the maintenance of a variety of traffic markings and signs. Incumbents may also coordinate and monitor multiple road, bridge, and traffic marking and sign maintenance and repair activities, including overseeing the work of maintenance workers and seasonal employees on specific assignments. Incumbents may also perform the work of lower-level Transportation Maintenance Specialists as necessary.

The Transportation Maintenance Specialist 4 is distinguished from the Transportation Maintenance Specialist 3 which performs manual labor and operates medium and heavy vehicles and equipment on road, bridge, and traffic markings and sign maintenance and repair projects, but does not have ongoing lead-work responsibilities.

### **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. Leads, coordinates, and provides work direction to assigned temporary and regular employees in the field on a variety of job assignments; inspects work of crews; provides training to employees in maintenance and repair methods, and in the proper and safe operation of equipment and work procedures; provides input to management regarding hiring and employee performance.

2. Performs minor servicing, adjustment and maintenance on vehicles and equipment; checks fluid levels and replaces fluids; lubricates equipment; reports operating and repair problems to equipment shop supervisor or mechanics.

### **BRIDGE MAINTENANCE**

1. Inspects bridges for general safety, structural stability, and maintenance and repair needs; ensures compliance with state regulations; documents condition and recommends required maintenance or repair work.

### **ROAD MAINTENANCE**

1. Ensures work is completed in conformance with maps, plans and/or standard County specifications; responds to citizen concerns and complaints at job site.

### **TRAFFIC MAINTENANCE**

1. Plans sequence of daily work assignments; determines route and on-site project layout; loads vehicles with necessary equipment, tools, and supplies; inspects roads and signs to identify striping needs and damaged or missing signs.
2. Completes and maintains records on work performed and traffic control field inventory; requests or orders supplies; documents type and location of new, existing, and replaced signs and pavement markings; assists in gathering and evaluating information on potential equipment purchases; participates in the data collection for budget recommendations.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Operation, maintenance and minor repair of light, medium, and heavy road maintenance and repair vehicles and equipment; ability to interpret or read basic road engineering plans; occupational hazards and safety precautions, including for bridge and ferry maintenance activities; road maintenance practices and materials; bridge inspection techniques; methods, tools, equipment, and materials used in the maintenance and repair of power-driven ferries; applicable navigation regulations; layout striping techniques;.

Some knowledge of: Techniques of supervision; principles of work planning, budgeting and project management.

Skill to: Operate medium and heavy vehicles and equipment, safely operate vehicles and equipment around traffic hazards, power lines, underground utilities, mail boxes and other structures; perform physical labor; understand follow written and oral instructions; perform road work to engineering specifications; establish and maintain cooperative working relationships with other County employees; interpret blueprints, plans and specifications; train and motivate employees to improve quality, productivity and effectiveness; ensure completion of assigned projects within specification in a timely manner; maintain positive public relations at work sites; directs and oversees the work of road, bridge, or traffic crews.

### **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 will 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 3 years 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.

- Incumbents must possess a valid Class B Commercial Driver's License (CDL) with no restrictions in order to drive manual transmission and full air brake vehicles.

### **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. Possession of valid driver's license. Possession and maintenance of acceptable driving record in accordance with County's Driving/Vehicle Policy.

### **OTHER INFORMATION**

The Transportation Maintenance Specialist 4 is part of a promotional career path. Incumbents in this classification are typically promoted from lower level classifications within the series through an internal recruitment and selection process.