



CLASSIFICATION NO. 408

Established: 6/91

Revised: 7/94, 3/05, 8/15

FLSA: Non-Exempt

EEO: 3

TRANSPORTATION MAINTENANCE TECHNICIAN, SENIOR

CLASS CHARACTERISTICS

Under direction, to plan, coordinate, and administer the County's transportation maintenance program and inventory programs for traffic control devices and surface water drainage systems for County Roads; to maintain and interpret road history and condition data, inventory and location in electronic transportation management systems; to lead the work of assigned staff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Roads Division within the Department of Transportation and Development maintains the County's roads, bridges, culverts, and surface water conveyance systems. The division employs a transportation management system to analyze road conditions and determine maintenance and repair needs, costs and priorities through the use of an automated data base system. The Traffic Division utilizes Technicians to maintain accurate inventory of traffic control devices including pavement marking, signals and signs. This inventory is utilized to provide budgeting data, safety and repair costs. Road Maintenance also utilizes Technicians to maintain a road maintenance inventory control system that includes all surface water conveyance systems, including locations and nomenclature, and is utilized for the location of underground utilities.

The Transportation Maintenance Technician, Senior oversees the County's transportation management system, including field inspections and collection of data on road structure and surface conditions, traffic control devices and road marking. The incumbent is also responsible for coordinating computer system administration, upgrading and user training with vendors and/or County data processing personnel.

The Transportation Maintenance Technician, Senior differs from the Transportation Maintenance Technician which performs transportation management and/or traffic control inspections and data collection, but does not have lead work or program administration responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees and coordinates transportation management and/or traffic control inventory activities and projects; develops work plans; prioritizes and schedules projects; requests use of additional maintenance and/or temporary personnel as necessary for projects; determines and requisitions labor, equipment, and supplies; ensures completion of projects within timelines.

2. Monitors and evaluates program effectiveness in meeting established goals and objectives; assists in preparing budget and annual work program for transportation management projects; develops, recommends, and implements procedural improvements; prepares time and activity progress reports.
3. Directs or performs visual and structural inspections of County roads, bridges, guard rails, signs, signals and road striping, traffic control devices, catch basins, frontage tile, and dry wells and collection of field data; compiles and maintains field data on pavement type and condition, structural adequacy, roughness, surface distress, distortion and drainage conditions; safety hazards and deficiencies, records and updates information on the type, severity and extent of pavement defects such as cracking, rippling, rutting, potholes, excessive asphalt or crown, and weathering; assists in measuring width, length, and/or depth of pavements, shoulders, curbing, medians and drainage structures.
4. Oversees the downloading and maintenance of the County's transportation management data in a computerized system and the statewide information system; formats, generates and analyzes data base reports; coordinates and consults with software vendors for system training and updates; assists in systems integration and network administration ; assists in administration of computerized equipment and inventory management systems.
5. Participates in the annual road and traffic control device inventory including culverts, drainage conditions and guardrails; provides data analysis of pavement conditions and identifies road hazards and maintenance requirements which may require immediate attention or inclusion in the long-range repair plan; performs unit cost analyses for resurfacing and other maintenance projects; researches right-of-ways as necessary.
6. Coordinates and provides information regarding the electronic transportation management system and data with other department sections, including road maintenance, road engineering and planning; interprets data to provide recommendations on maintenance procedures; researches land records to determine jurisdiction over roads in question; responds to public inquiries as needed.
7. Leads the work of technical and maintenance personnel assigned to transportation management projects; plans, assigns and reviews work; conducts on-site inspections; provides assistance regarding technical and procedural issues; assists in evaluating work performance.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Methods, materials, tools, and light equipment used in road, storm water systems, traffic control and devices, signals, and bridge maintenance and repair, including drainage systems; composition of pavement types used on roads within the County; Federal, State, and local regulations applicable to road structures, safety control pavement specifications and safety practices; transportation management software applications; engineering math; basic road design; basic supervisory techniques; principles of work planning, budgeting and project management.

Skill to: Inspect roads for deficiencies and required maintenance or repair work; compile and analyze data on pavement conditions, road inventories and maintenance/repair specifications; prepare and maintain complete, accurate and detailed records; operate tools and equipment used in road inspection, such as measuring tap/stick, core machine, falling weight deflectometer

and motor vehicles; read and interpret maps, schematics, surveys, blueprints, locate tickets, Manual of Uniform Traffic Control Devices, and street maintenance manuals; enter, retrieve and format data on applicable software programs; plan, coordinate, organize, review and evaluate the work of individual employees and crews; establish and maintain effective working relationships with vendors, government agencies, temporary staff, County employees and the public; train and motivate employees to improve quality, productivity and effectiveness; ensure completion of assigned projects; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Duties in the field require squatting, kneeling, bending, ability to lower, hold and raise from plank position, and involve exposure to fumes, dust, slippery and/or uneven surfaces, moving traffic, and adverse weather conditions.

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 five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

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

Edited: 9/16