













HWY Maintenance Engineering
Maintenance Manager
5651
Grade S318

Bay Minette Highway
Area Supervisor
272
Grade S317

Approved 04/19/2022
For Approval 09/20/2022

Mechanic II
336
Grade 312

Asst Area Supervisor
299
Grade S313

Operations Supp. Spec. II
5222
Grade 307

Operations Supp. Spec. I
5387
Grade 305

Operator Technician IV
879
Grade 312

Operator Technician III
265
Grade 310

Operator Technician II
248
Grade 309

Operator Technician I
614
Grade 308

Operator Technician Trainee
634
Grade 306

Operator Technician IV
2047
Grade 312

Operator Technician III
266
Grade 310

Operator Technician II
252
Grade 309

Operator Technician I
5007
Grade 308

Operator Technician Trainee
5486
Grade 306

Operator Technician IV
2048
Grade 312

Operator Technician III
267
Grade 310

Operator Technician II
264
Grade 309

Operator Technician I
4046
Grade 308

Operator Technician Trainee
5487
Grade 306

Operator Technician IV
5215
Grade 312

Operator Technician III
273
Grade 310

Operator Technician II
270
Grade 309

Operator Technician I
5386
Grade 308

Operator Technician Trainee
5562
Grade 306

Operator Technician IV
5680
Grade 312
CREATE

Operator Technician III
281
Grade 310

Operator Technician II
333
Grade 309

Operator Technician I
5561
Grade 308

Operator Technician IV/
CDL Instructor
5663
Grade 312

Operator Technician III
876
Grade 310

Operator Technician II
340
Grade 309

Operator Technician I
5627
Grade 308

Operator Technician III
877
Grade 310

Operator Technician II
356
Grade 309

Operator Technician I
5677
Grade 308
CREATE

Operator Technician III
1007
Grade 310

Operator Technician II
4040
Grade 309

Operator Technician III
5679
Grade 310
CREATE

Operator Technician II
5678
Grade 309
CREATE



HWY Maintenance Engineering
Maintenance Manager
5651
Grade S318

Foley Highway
Area Supervisor
274
Grade S317

Approved 04/19/2022
For Approval 09/20/2022

Mechanic II
974
Grade 312

Asst Area Supervisor
286
Grade S313

Operations Supp. Spec II
5224
Grade 307

Operations Supp. Spec I
5389
Grade 305

Operator Technician IV
886
Grade 312

Operator Technician IV
887
Grade 312

Operator Technician IV
888
Grade 312

Operator Technician IV
893
Grade 312

Operator Technician IV
5684
Grade 312
CREATE

Operator Technician IV/
CDL Instructor
5665
Grade 312

Operator Technician III
292
Grade 310

Operator Technician III
293
Grade 310

Operator Technician III
295
Grade 310

Operator Technician III
296
Grade 310

Operator Technician III
318
Grade 310

Operator Technician III
329
Grade 310

Operator Technician III
889
Grade 310

Operator Technician III
1008
Grade 310

Operator Technician II
287
Grade 309

Operator Technician II
344
Grade 309

Operator Technician II
354
Grade 309

Operator Technician II
357
Grade 309

Operator Technician II
567
Grade 309

Operator Technician II
665
Grade 309

Operator Technician II
894
Grade 309

Operator Technician II
1022
Grade 309

Operator Technician II
5683
Grade 309
CREATE

Operator Technician I
638
Grade 308

Operator Technician I
643
Grade 308

Operator Technician I
713
Grade 308

Operator Technician I
5433
Grade 308

Operator Technician I
5434
Grade 308

Operator Technician I
5629
Grade 308

Operator Technician I
5682
Grade 308
CREATE

Operator Technician Trainee
910
Grade 306

Operator Technician Trainee
5492
Grade 306

Operator Technician Trainee
5493
Grade 306

Operator Technician Trainee
5494
Grade 306

Operator Technician Trainee
5495
Grade 306

Operator Technician Trainee
5685
Grade 306
CREATE

POSITION DESCRIPTION

Title: Assistant Traffic Operations Manager

Department: Highway Department – Traffic Operations

Job Analysis: September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: Traffic Control Sign Crew, Stripe/Signal Crew, BBE/Paving Crew

Internal Contacts: Area Maintenance Supervisors, Engineering Personnel, other County Employees

External Contacts: General Public, Material Suppliers Emergency Responders, Equipment Vendors and Other Government Employees

Status: Classified/Exempt (S313)

Job Summary

Responsible for assisting with direction and management of activities of Sign Crews, Stripe/Signal Crews, and BBE/Paving Crew in the County. Work involves supervising the sign crew, including maintenance of signs on existing roads and placement of signs on newly constructed roads, striping of existing roads and newly constructed roads as directed by the County Engineer. Work also involves supervising Expressway Maintenance Crew and internal paving operations.

Job Domains

A. Supervision

1. Supervise daily work routines in Traffic Control, to include signs, striping, and traffic signals.
2. Monitors work-in-progress and makes on-the-spot corrections when necessary.
3. Inspect finished work for compliance with specifications.
4. Maintain records of all County roads that are posted.
5. Make sure all materials are up to standards.

6. Coordinates ordering of signs and sign materials from vendors.
7. Supervise daily work routine of Expressway Maintenance Crew and internal paving operations.
8. Assists with employee evaluations and coordination of employee training.

B. Planning & Coordinating

1. Assist with planning and scheduling crews for sign maintenance and striping.
2. Assist in developing budget.
3. Assign work for sign and striping/paving crews.
4. Plan and schedule work to ensure traffic control devices are in place before projects start.
5. Ensure that all signs/paint striping are in proper placement by current ALDOT, County and MUTCD standards.
6. Inspect all Traffic Control signs/paint for reflectively.
7. Track all signs in County using GPS.

C. Miscellaneous

1. Read literature and attend formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Maintain good public relations with citizens.
3. Required to wear uniforms as directed by County Engineer.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
4. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
5. Knowledge of traffic regulations.
6. Thorough knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
7. Thorough knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
8. Knowledge of safety rules including accident causes and prevention.
9. Ability to work independently without close supervision.
10. Knowledge of County policies, procedures, and rules.
11. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.
12. Ability to operate computers / GPS Devices and train others to do so.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles, corrective lens acceptable.

2. Hear well enough to understand oral instructions, carry on conversation with public and workers, hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift objects, use hand tools, repair flashing signals and operate motor vehicles.
6. Ability to lift fifty (50) pounds, unassisted.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to travel for schools and training.

Minimum Requirements

1. High school diploma or equivalent.
2. Possess a valid driver's license and be insurable by the County's insurance standards.
3. Five (5) years' experience in Traffic Operations preferred.

POSITION DESCRIPTION

Title: Geospatial Technician

Department: Highway Department – Geospatial

Job Analysis: September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Survey Manager, Geospatial Operations Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Highway Department Employees

External Contacts: General Public, Contractors, Utility Companies, ALDOT and Members of County Offices

Status: Classified/Non-Exempt (312)

Job Summary

This position performs various land surveying, Geographic Information Systems (GIS), and other duties including, but not limited to technical field survey work. Assists various sections in production and management of the County's surveying and GIS program. Position receives general direction on most assignments from the Survey Manager and/or Geospatial Operations Manager.

Job Domains

1. Performs various types of survey fieldwork (boundary, topographic, easement, right of way, etc.) and mapping to support specific projects and other staff.
2. Ability to perform in a production environment to satisfy project timelines.
3. Stake out right-of-way lines, monuments and other types of boundary lines.
4. Conduct field surveying for GIS asset inventories (pipes, box culverts, guardrail, etc.) as required.

Knowledge, Skills, and Abilities

1. Excellent verbal communication skills (listening and speaking) to meet with the public, communicate effectively with supervisors, co-workers and other personnel, and to maintain effective working relationships with all staff.
2. Ability to perform various types of survey fieldwork, ask for information and instructions, and communicate effectively via phone, email, and in person.
3. Writing skills to take field notes and produce written documentation of projects.
4. Reading skills to understand and interpret Alabama Highway Standards Specifications memoranda, blueprints, plat, and property descriptions.
5. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
6. Ability to use total station, level, calculator, GPS and data collector.
7. Ability to exercise independent judgment and initiative in planning and implementing work.
8. Knowledge of rules and regulations regarding safety.
9. Understanding and competency of Geographic Information Systems (GIS).
10. Ability to understand and follow written instructions.

Physical Characteristics

1. Understand and respond accordingly to verbal communications or oral instructions, carry on a conversation with the public and other staff; hearing aids are acceptable.
2. See well enough to read fine print and numbers accurately on a computer monitor or on a printed document without transposition, operate advanced measurement instrumentation, and operate a motor vehicle.
3. Strength and sufficient body movement to conduct field surveys, lift objects, use hand tools, and operate a motor vehicle.
4. Ability to work outdoors in hot or cold weather while navigating rough terrain.
5. Ability to lift up to 100 lbs (such as manhole covers, etc.)
6. Ability to bend, stoop, crawl, climb hills or ditches, and stand for long periods of time.

Other Characteristics

1. Willing to travel to training sessions, meetings and seminars on public works.
2. Willing to work non-standard hours as necessary.

Minimum Requirements

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. Minimum of one (1) year experience on a survey crew for right of way, boundary, construction or topographic surveys.
3. Graduation from a standard high school or GED acceptable.
4. Experience with ESRI ArcGIS software products preferred.
5. Trimble Access field surveying software experience a plus.

POSITION DESCRIPTION

Title: Mechanic II – (Maintenance Area Barn Option)

Department: Highway Department – Maintenance Section

Job Analysis: January 2013, October 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Area Maintenance Supervisor, Assistant Area Maintenance Supervisor, Operations Manager, County Engineer

Subordinate Staff: Shop help assigned by Supervisor

Internal Contacts: Members of work group, Engineering, County Purchasing Officer

External Contacts: Equipment Suppliers, Parts Suppliers

Status: Classified/Non-Exempt (~~311~~**312**)

Job Summary

Performs skilled tasks in mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment using standard practices and equipment of the automotive trade. Operates some heavy equipment.

Job Domains

A. Automotive Repair and Maintenance

1. Analyze, diagnose and tune engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, replacement of coil, condenser and breaker points.
2. Remove and disassemble major units such as engine, transmission, differential; inspect parts for wear, and reassembles.
3. Repair and replace parts such as pistons, rods, gears, and bearings.
4. Overhaul and replace carburetors, generators, radiators, alternators, starters, distributors and pumps.
5. Rewire ignition system, lights and instrument panel.
6. Realign and adjust brakes, repairs or replaces shock absorbers.

7. Replace and adjust headlights, and install or repairs accessories such as radios, heaters, mirrors, and windshield wipers.
8. Perform additional repairs as needed.

B. Heavy Equipment Repair and Maintenance

1. Analyze malfunctions, and repair, rebuild and maintain heavy construction equipment such as motor graders, backhoes, bulldozers, asphalt spreaders etc.
2. Replace defective engines and subassemblies.
3. Replace or repair major components, attachments or implements such as blades, tracks, compressors, etc.

C. Miscellaneous

1. Weld to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fill holes and builds up metal parts.
2. Replace batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repair or replace tires.
4. Perform related mechanic duties as required.
5. Perform various duties including operation of equipment and some manual labor as needed.
6. Test repaired equipment to ensure operating efficiency.
7. Supervise other personnel performing equipment maintenance.
8. Make recommendations to supervisor concerning specification requirements for bidding and purchasing of new equipment.
9. Ensure vehicle / equipment fleet is kept in safe operational working order.
10. Ensure all vehicles/equipment in fleet receive routine maintenance on schedule.
11. Ensure accurate records are maintained for repairs/maintenance performed on all vehicles/equipment.

Knowledge, Skills and Abilities

1. Verbal skills to communicate information to supervisors, co-workers, and vendors.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills and ability in operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy construction equipment.
10. Knowledge of safety rules, including accident causes and prevention.
11. Knowledge of first aid procedures.
12. Ability to work independently without close supervision
13. Knowledge of county policies, procedures and rules.

14. Knowledge of/and has ability to work on Tier 4 engine component.
15. See well enough to read regular print and numbers without error or transposition and inspect small parts.
16. Hear well enough to talk on telephone, to determine mechanical problems.
17. Speak clearly enough to communicate information to helper.
18. Use of hands and fingers to write, to use tools.
19. Strength to lift 50 pounds unassisted.
20. Physical dexterity sufficient to operate levers, gears, etc.
21. Body movement to climb on top of or crawl under various types of equipment.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to travel to pick up parts and material out of area.
3. Required to wear uniforms as directed by County Engineer.

Minimum Qualifications

1. Possess a valid commercial driver's license. (CDL – Class A)
2. Experience in automotive and heavy equipment repairs and maintenance.

POSITION DESCRIPTION

Title: Mechanic II

Department: Highway Department – Traffic Operations

Job Analysis: February 2019, October 2019, November 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, County Engineer

Subordinate Staff: Shop help assigned by Supervisor

Other Internal Contacts: Operation Support Specialist II, Engineering, Equipment Manager, County Purchasing Officer

External Contacts: Equipment Suppliers, Parts Suppliers, General Public

Status: Classified/ Non-Exempt (~~311~~**312**)

Job Summary

Performs skilled tasks in mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment using standard practices and equipment of the automotive trade. Operates some heavy equipment.

Job Domains

A. Automotive Repair and Maintenance

1. Tunes engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, and replacement of coil, condenser, and breaker points.
2. Removes and disassembles major units such as engine, transmission, differential; inspects parts for wear, and reassembles.
3. Repairs and replaces parts such as pistons, rods, gears, and bearings.
4. Overhauls and replaces carburetors, generators, radiators, alternators, starters, distributors and pumps.
5. Rewires ignition system, lights and instrument panel.
6. Realigns and adjusts brakes, repairs or replaces shock absorbers.
7. Replaces and adjusts headlights, and installs or repairs accessories such as radios, heaters, mirrors, and windshield wipers.

8. Performs additional repairs as needed.
9. Performs routine maintenance and repairs on bucket trucks as needed.

B. Heavy and Light Equipment Repair and Maintenance

1. Analyzes malfunctions, and repairs, rebuilds and maintains heavy/light construction equipment such as asphalt spreader, rollers, paint truck, tractors, bat wings, lawn mowers, weed eaters, pressure washers, small engines, etc.
2. Replaces defective engines and subassemblies.
3. Replaces or repairs major components, attachments or implements such as blades, tracks, compressors, etc.

C. Miscellaneous

1. Welds to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fills holes and builds up metal parts.
2. Replaces batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repairs or replaces tires.
4. Performs related mechanic duties as required.
5. Performs various duties including operation of equipment and some manual labor as needed.
6. Tests repaired equipment to ensure operating efficiency.
7. Makes recommendations to supervisor concerning specification requirements for bidding and purchasing of new equipment.
8. Ensures Vehicle / Equipment fleet is kept in safe operational working order.
9. Ensures all Vehicles/Equipment in fleet receive routine maintenance on schedule.
10. Ensures accurate records are maintained for repairs/maintenance performed on all Vehicles/Equipment.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate information to supervisors, co-workers, and vendors.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy/light construction equipment.
10. Knowledge of safety rules, including accident causes and prevention.
11. Knowledge of first aid procedures.
12. Ability to work independently without close supervision
13. Knowledge of county policies, procedures and rules.
14. Knowledge of/and has ability to work on Tier 4 engine component.

15. Required to wear uniforms as directed by County Engineer.

Physical Characteristics

1. See well enough to read regular print and numbers without error or transposition and inspect small parts.
2. Hear well enough to talk on telephone, to determine mechanical problems.
3. Speak clearly enough to communicate information to helper.
4. Use of hands and fingers to write, to use tools.
5. Strength to lift 50 pounds.
6. Physical dexterity sufficient to operate levers, gears, etc.
7. Body movement to climb on top of or crawl under various types of equipment.

Minimum Qualifications

1. Willing to work overtime and weekends in emergencies.
2. Have a valid commercial driver's license. (CDL – Class A).
3. Willing to travel to pick up parts, materials and gather quotes out of area.
4. Experience in automotive and heavy equipment repairs and maintenance.

POSITION DESCRIPTION

Title: Operations Support Manager (Accounting Option)

Department: Highway Department – Administration Section

Job Analysis: August 2013, September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Chief Accountant/Highway, County Engineer

Subordinate Staff: Custodians

Internal Contacts: Finance & Accounting Department, Budget Director, Purchasing Department, Highway Supervisors, Grants Coordinator, Parks Department, Solid Waste Department, and other County Employees

External Contacts: Vendors, Representatives from other Agencies

Status: Classified/Non-Exempt (312)

Job Summary

This individual provides general operations and accounting support for the County's Highway Department and directly supports the Highway Department's Chief Accountant. This individual also provides specific support to the Highway Area Maintenance Supervisors and Office Managers.

Job Domains

A. Accounting Department

1. Contact vendors concerning any discrepancies.
2. Assist Chief Accountant with statistical reports, financial analyses, and project recaps.
3. Assist in yearly budget preparation and new fiscal year project setup.
4. Monitor all Highway monthly budget reports for accuracy and assists Chief Accountant with various reports reflecting current department figures.
5. Assist the Chief Accountant with the year-end closing process.
6. Prepare quarterly RRR and Sales Tax reports and deliver to the Chief Compliance Officer.

7. Review all Baldwin County Commission meeting agendas for Highway related items, (new employee hires, promotions and transfers, material bids, projects, and contracts) and ensure that all necessary follow-up actions are performed by Highway staff.

B. Purchasing

1. Support all purchasing activities for the Highway Department.
2. Maintain and provide follow up on Highway purchase orders.
3. Assist Highway Supervisors concerning the purchasing of equipment and supplies.

C. Administrative & Record Keeping

1. Maintain Munis EAM Equipment asset database and electronic records of all equipment for the Highway Department. Assist Equipment Manager with yearly equipment inventory.
2. Maintain vendor invoice files.
3. Monitor Executime payroll system for parity with Munis Work Order management system. Prepare reports to assist management with payroll related queries.
4. Manage and direct custodial staff as needed.

D. Project/Work Order Management System

1. Oversee and maintain the Munis Project management system database and create reports as needed.
2. Maintain Munis EAM Labor/Job Codes with current employees and position rates.
3. Administer the Project Initiation process including verifying all new project data, creating the electronic file, and establishing project in Munis Project management system.
4. Manage all user permissions and security levels for the Munis project management system.
5. Maintain Munis EAM Item material database with annual bid pricing.
6. Assist the Chief Accountant with the maintenance and preparation of the Highway Management Plan.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff and general public.
2. Math skills to perform accounting and bookkeeping operations.
3. Writing skills to prepare reports, complete forms, compose letters and accurately and neatly post journals and ledgers.
4. Ability to process and interpret data to make informed decisions.
5. Reading skills to read and understand written instructions, manuals and correspondence.
6. Listening skills to understand verbal communications with coworkers and public.
7. Ability to operate office machines such as calculator, computer terminal and copy machine.
8. Thorough knowledge of basic bookkeeping and accounting principles and procedures.
9. Knowledge of general office procedures.

10. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
11. Thorough knowledge of Microsoft Word and Excel.
12. Thorough knowledge of Crystal Reports.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate to the public in a polite and effective manner.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and nonstandard hours to meet deadlines.

Minimum Qualifications

1. High school diploma or equivalent; accounting and bookkeeping experience of two (2) years.
2. Have a valid driver's license.

POSITION DESCRIPTION

Title: Operations Support Specialist II (Construction)

Department: Highway Department – Construction Section

Job Analysis: September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: BCHD Section Heads, Construction Section Personnel, and other County Employees

External Contacts: General Public

Status: Classified/Non-Exempt (307)

Job Summary

To successfully complete any job/duty as deemed necessary by the County Construction Manager or his/her designee.

Job Domains

1. Maintains organized office records and documents with both computerized and hard filing systems.
2. Provides prompt response and proper management of department emails.
3. Assists with department purchasing/payments.
4. May prepare agenda items.
5. Provides clerical assistance, data entry and answers phone calls.
6. Treats the public in a courteous, prompt and professional manner.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. A good working knowledge of general office practices and procedures.
3. Familiar with computers and various software programs. Skills to communicate effectively with office staff, supervisors, and general public.

4. Skills to read and understand printed reports.
5. Knowledge of filing procedures.
6. Knowledge of office machinery operations.
7. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
8. Ability to operate word processing equipment and data entry.

Physical Characteristics

1. See well enough to read.
2. Hear well enough to talk on telephone and deal with general public.
3. Speak well enough to discuss projects with supervisors, co-workers, consultants, the general public, and Engineers.

Other Characteristics

1. Willing to work overtime and weekends when necessary.

Minimum Qualifications

1. 2-3 years' experience in an office setting.
2. Have a valid driver's license.

POSITION DESCRIPTION

Title: Operations Support Specialist III (Accounting Option)

Department: Highway Department – Administration Section

Job Analysis: September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Chief Accountant/Highway, County Engineer

Subordinate Staff: None

Internal Contacts: Finance & Accounting Department, Budget Director, Purchasing Department, Highway Supervisors, Area Maintenance Personnel and other County Employees

External Contacts: Vendors, Representatives from other Agencies

Status: Classified/Non-Exempt (309)

Job Summary

This individual provides administrative, operational and accounting support for the County's Highway Department. This individual also provides specific support to the Supervisors, maintains organized office records and documents, performs project auditing, reconciliation, and reimbursement, and any job/duty deemed necessary by his/her supervisor and/or designee.

Job Domains

A. Accounting Department

1. Contact vendors concerning any discrepancies.
2. Assist Chief Accountant with statistical reports, financial analyses, and project recaps.
3. Assist in yearly budget preparation and new fiscal year project setup.
4. Audit all project records to reconcile expenses between the financial project and associated work orders. This includes confirming data is appropriately assigned to projects, working with Highway and other County staff to make necessary adjustments, and preparing/performing related journal entries.
5. Provide support and guidance for all Highway staff as related to their necessary functions within the Munis Project and Work Order management systems. Facilitate training of

said staff and other County employees as needed to ensure thorough understanding of entry, validation and reporting of the input of associated cost and time.

6. Prepare and monitor third party billings for various reimbursable projects, including billing in accordance with agreements, following up on unpaid billings, tracking and documenting payment receipts, and reconciling Highway accounts receivables with Finance & Accounting's records.
7. Review reimbursements prepared by other Highway sections to confirm they are prepared in accordance with agreements/contracts/etc. This includes following up on unpaid billings, tracking and documenting payment receipts, and reconciling Highway accounts receivables with Finance & Accounting's records.
8. Monitor Highway Department monthly project budget reports for accuracy and assist Chief Accountant with various reports reflecting current project funding and expenditures.

B. Purchasing

1. Provide support for all purchasing activities for the Highway Department.

C. Administrative & Record Keeping

1. Maintain electronic and hard copy project files, including but not limited to project initiation forms, email communications and related agendas/agreements/journal entries.
2. Maintain electronic and paper copies of all third-party billings and reimbursements.
3. Maintain database of all billings and reimbursements.
4. Maintain schedule of Highway staff in-progress training and database of training history for Munis Project and Work Order management systems.

D. Project/Work Order Management System

1. Monitor Project management system database (labor, equipment, material and contracted costs) and create reports as needed.
2. Maintain Work Order management system database, validating accuracy of various cost and time inputs and ensure its correctness of use and categorization, i.e. project versus maintenance related.
3. Maintain Work Project management system, including setup, maintenance and reporting.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff and general public.
2. Math skills to perform accounting and bookkeeping operations.
3. Writing skills to prepare reports, complete forms, compose letters and accurately and neatly post journals and ledgers.
4. Ability to process and interpret data to make informed decisions.
5. Reading skills to read and understand written instructions, manuals and correspondence.
6. Listening skills to understand verbal communications with coworkers and public.
7. Ability to operate office machines such as calculator, computer terminal and copy machine.

8. Thorough knowledge of basic bookkeeping and accounting principles and procedures.
9. Knowledge of general office procedures.
10. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
11. Thorough knowledge of Microsoft Word and Excel.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate to the public in a polite and effective manner.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and nonstandard hours to meet deadlines.

Minimum Qualifications

1. High school diploma or equivalent.
2. Accounting and Bookkeeping experience of two (2) years.
3. Willing to work nonstandard hours as necessary.
4. Have a valid driver's license.

POSITION DESCRIPTION

Title: Operator Technician I (BBE/Paving)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of work group and Engineering

External Contacts: General Public

Status: Classified/Non-Exempt (~~307~~ **308**)

Job Summary

Operates various types of heavy/light equipment contributing to the operation of the Highway Department. Performs maintenance inspections on assigned equipment and may assist mechanic with repairs. Performs routine manual labor as required. Work also involves performing complex traffic control operations and assisting the sign, stripe and signal crews as needed.

Job Domains

A. Equipment Operation

1. Must be able to operate a minimum of three pieces of the following equipment: dump truck, tiller, bush hog, light tractor, or a box blade.
2. May also operate the paint truck and bucket truck with aerial lift.
3. Required to wear uniforms as directed by the County Engineer.
4. Operate paving equipment as needed.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitors gauges and other indicators for non-standard conditions.

3. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems. May assist mechanic with mechanical failure repairs.
4. Responsible for safe operation of equipment.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the Paved Road Maintenance Program.
4. Loads and unloads trucks of construction materials and supplies.
5. Shovels asphalt, cinder, rocks, soil and other materials.
6. Repairs bridges.
7. Installs traffic signs for public safety.
8. Performs related manual labor as required.
9. Directs traffic at jobsite.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures, and instructions.
4. Knowledge of traffic regulations.
5. Defensive driving skills.
6. Knowledge of safety rules including accident causes and prevention.
7. Ability to work independently without close supervision.
8. Knowledge of County policies, procedures, and rules.
9. Ability to stand all day.
10. Ability to lift 50 pounds.
11. Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Willing to respond to callouts when deemed necessary by the Supervisor.

Minimum Qualifications

1. Have a valid commercial driver's license (CDL Class B) or must obtain a class B CDL within the first 6-month probationary period and be insurable by the County's insurance standards.
2. Prefer one (1) year experience in operation of light equipment.

POSITION DESCRIPTION

Title: Operator Technician I

Department: Highway Department – Maintenance Section

Job Analysis: February 2011, February 2020, July 2022, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant Area Supervisor and/or Designated Crew Chief, Area Supervisor, Maintenance Manager, Operations Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of work group and Engineering

External Contacts: General Public

Status: Classified/Non-Exempt (~~307~~ **308**)

Job Summary

Operates various types of heavy/light equipment contributing to the operation of the Highway Department. Performs maintenance inspections on assigned equipment and may assist mechanic with repairs. Performs routine manual labor as required

Job Domains

A. Equipment Operation

1. Must be able to operate a variety of equipment such as a tiller, bush hog, light tractor, box blade, mechanical broom, skid steer, and/or roller. Will operate a dump truck once a Class B CDL is obtained.
2. May operate other equipment as assigned.
3. Required to wear uniforms as directed by the County Engineer.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspection of assigned equipment.

2. While equipment is being operated, continuously monitor gauges and other indicators for non-standard conditions.
3. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems. May assist mechanic with mechanical failure repairs.
4. Responsible for safe operation of equipment.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the Paved Road Maintenance Program.
4. Load and unload construction materials and supplies from trucks.
5. Shovels asphalt, cinder, rocks, soil, and other materials.
6. Assist with bridge repairs.
7. Installs traffic signs for public safety.
8. Performs related manual labor as required.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures, and instructions.
4. Knowledge of traffic regulations.
5. Defensive driving skills.
6. Knowledge of safety rules including accident causes and prevention.
7. Ability to work independently without close supervision.

Physical Characteristics

1. Body movement to bend, stoop, and move about in an outdoor environment.
2. Ability to stand and work outdoors all day at all times of year.
3. Must be able to lift up to 50lbs.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.

Minimum Qualifications

1. Have a valid commercial driver's license (CDL Class B) or must obtain a class B CDL within the first 6-month probationary period and be insurable by the County's insurance standards.
2. Prefer one (1) year experience in operation of light equipment.

POSITION DESCRIPTION

Title: Operator Technician II (BBE/Paving)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of work group and Engineering

External Contacts: General Public

Status: Classified/Non-Exempt (~~308~~ **309**)

Job Summary

Operates various types of heavy/light equipment contributing to the operation of the Highway Department. Performs maintenance inspections on assigned equipment and may assist mechanic with repairs. Performs routine manual labor as required. Work also involves performing complex traffic control operations and assisting the sign, stripe and signal crews as needed.

Job Domains

A. Equipment Operation

1. Must be able to operate a minimum of three pieces of the following equipment: dump truck, tiller, bush hog, light tractor, or a box blade.
2. May also operate the paint truck and bucket truck with aerial lift.
3. Required to wear uniforms as directed by the County Engineer.
4. Operate paving equipment as needed.
5. May serve as crew leader.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspection of assigned equipment.

2. While equipment is being operated, continuously monitors gauges and other indicators for non-standard conditions.
3. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems. May assist mechanic with mechanical failure repairs.
4. Responsible for safe operation of equipment.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the Paved Road Maintenance Program.
4. Loads and unloads trucks of construction materials and supplies.
5. Shovels asphalt, cinder, rocks, soil and other materials.
6. Repairs bridges.
7. Installs traffic signs for public safety.
8. Performs related manual labor as required.
9. Directs traffic at jobsite.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.
4. Knowledge of traffic regulations.
5. Defensive driving skills.
6. Knowledge of safety rules including accident causes and prevention.
7. Ability to work independently without close supervision.
8. Knowledge of County policies, procedures, and rules.
9. Ability to stand all day.
10. Ability to lift 50 pounds.
11. Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Willing to respond to callouts when deemed necessary by the Supervisor.

Minimum Qualifications

1. One (1) year experience in operation of light equipment.
2. ~~Valid Commercial Driver's License (CDL—Class A) and be insurable by the County's insurance standards.~~ Have a valid commercial driver's license (CDL Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Operator Technician II

Department: Highway Department – Maintenance Section

Job Analysis: February 2011, July 2022, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant Area Supervisor and/or Designated Crew Chief, Area Supervisor, Maintenance Manager, Operations Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of work group and Engineering

External Contacts: General Public

Status: Classified/Non-Exempt (~~308~~ **309**)

Job Summary

Operates various types of heavy/light equipment contributing to the operation of the Highway Department. Performs maintenance inspections on assigned equipment and may assist mechanic with repairs. Performs routine manual labor as required

Job Domains

A. Equipment Operation

1. Must have at least two (2) years experience operating a minimum of seven pieces of the following equipment: dump truck, roller, tiller, bush hog, front end loader, tractor, motor grader, backhoe/excavator, chip spreader, bulldozer, box blade boom mower.
2. May operate other equipment as assigned.
3. Required to wear uniforms as directed by the County Engineer.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitor gauges and other indicators for non-standard conditions.

3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems. May assist mechanic with mechanical failure repairs.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the Paved Road Maintenance Program.
4. Load and unload construction materials and supplies from trucks.
5. Shovels asphalt, cinder, rocks, soil and other materials.
6. Assist with bridge repairs.
7. Installs traffic signs for public safety.
8. Directs traffic at job site.
9. Performs related manual labor as required.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.
4. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
5. Knowledge of traffic regulations.
6. Defensive driving skills.
7. Knowledge of safety rules including accident causes and prevention.
8. Ability to work independently without close supervision.
9. Knowledge of county policies, procedures and rules.

Minimum Qualifications

1. Willing to work overtime and weekends in emergencies or when required.
2. Have a valid commercial driver's license (CDL Class B).
3. Two (2) years or more experience in operation of light construction equipment.
4. Willing to travel to pick up material out of area.

POSITION DESCRIPTION

Title: Operator Technician III (BBE/Paving)

Department: Highway Department – Traffic Operations

Job Analysis: October 2017, September 2018, September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of work group and Engineering

External Contacts: General Public

Status: Classified/Non-Exempt (~~309 310~~309)

Job Summary

Must be able to competently operate a minimum of eleven (11) pieces of the following equipment: dump truck, tractor, bush hog, tiller, backhoe/excavator, motor grader, chip spreader, tractor trailer/low boy, bulldozer, front end loader, roller, asphalt spreader, scraper, distributor, paint truck, gradeall, boom mower, or other special skill.

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies supervisor/crew leader of equipment failures and may assist with repairs. May assist with bridge maintenance. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment Operators I and II's in use of various road equipment. Must be able to work without close supervision and be able to serve as crew leader for operations as directed. Work also involves performing complex traffic control operations and assisting the sign, stripe and signal crews, as needed.

Job Domains

A. Equipment Operation

Minimum of three (3) years' experience in one or more of the following:

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1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Operates a motor grader to perform the most difficult finishing and grading operations;
 - b. Performs the full range of operation with bulldozer, front-end loader, scraper, roller, tractor-trailer, power shovel, backhoe, crane, asphalt paver, and other types of heavy equipment;
 - c. Operates an excavator or gradeall in digging ditches, digging trenches and setting pipe, placing bridge timbers, demolition, and digging roots.
2. Loads and hauls various heavy equipment and machinery on low-boy truck and trailer.
3. May operate other equipment such as dump truck and light tractor.
4. Trains other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
5. May supervise and direct the work of other personnel in complex construction and maintenance projects.
6. May advise foreman on capabilities and best utilization of various types of heavy equipment.
7. Operate paving equipment as needed.
8. Required to wear uniforms as directed by the County Engineer.

B. Equipment Maintenance

1. Prior to operation equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies supervisor/crew leader of mechanical or safety problems.
5. May assist mechanic or other repairmen with mechanical repairs.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the paved road.
4. Shovel asphalt.
5. Repairs bridges.
6. Performs related manual labor as required.
7. Install traffic signs for public safety.

Knowledge, Skills and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.

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4. Skills in basic math to use measuring instruments and to read equipment gauges.
5. Skills to follow instructions and counsel with crew members.
6. Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
7. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability; skill in operation of a wide variety of heavy equipment.
8. Ability to instruct and direct other employees.
9. Knowledge of traffic regulations.
10. Defensive driving skills.
11. Knowledge of safety rules, including accident causes and prevention.
12. Must be able to stand all day.
13. Must be able to lift 50 lbs.
14. Knowledge of County policies, procedures, and rules.
15. Knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real work applications.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Considerable experience in operating heavy equipment or possess unique skills.
3. Willing to travel to pick up material out of area.

Minimum Qualifications

1. Have a valid commercial driver license (CDL Class A) and be insurable by the County's insurance standards.
2. Minimum of three (3) years' experience in complex and difficult operations in equipment operation.

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POSITION DESCRIPTION

Title: Operator Technician III

Department: Highway Department – Maintenance Section

Job Analysis: February 2011, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant Area Supervisor and/or Designated Crew Chief, Area Supervisor, Maintenance Engineer, County Engineer

Subordinate Staff: Crew assigned by Area Supervisor/Assistant Area Supervisor

Internal Contacts: Members of work group and Engineering

External Contacts: General Public, Police, Other Government Employees

Status: Classified/Non-Exempt (~~309~~ **310**)

Job Summary

Must be able to competently operate a minimum of eleven pieces of the following equipment: dump truck, tractor, bush hog, tiller, backhoe/excavator, motor grader, chip spreader, tractor trailer/low boy, bulldozer, front end loader, roller, asphalt spreader, scraper, distributor, paint truck, gradall, boom mower, or other special skill.

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Supervisor/Assistant Supervisor of equipment failures and may assist with repairs. May assist with bridge maintenance. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment Operators I and II in use of various road equipment. Consideration will be given when unusual circumstances prevail such as working without supervision, leadership, and other skills necessary for efficient operation of the department.

Job Domains

A. Equipment Operator

Minimum of three years experience in one or more of the following:

1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Operates a motor grader to perform the finishing and grading operations;
 - b. Performs the full range of operation with bulldozer, front-end loader, scraper, roller, tractor-trailer, power shovel, backhoe, crane, asphalt paver, and other types of heavy equipment;
 - c. Operates a soil pan doing earth-moving and rough grading; or
 - d. Operates an excavator or gradall in digging ditches, digging trenches and setting pipe, placing bridge timbers, demolition, and digging roots.
2. Loads and hauls various heavy equipment and machinery on low-boy truck and trailer.
3. May operate other equipment such as dump truck and light tractor.
4. Trains other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
5. May supervise and direct the work of other personnel in complex construction and maintenance projects.
6. May advise foreman on capabilities and best utilization of various types of heavy equipment.
7. Required to wear uniforms as directed by the County Engineer.

B. Equipment Maintenance

1. Prior to operation equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems.
5. May assist mechanic or other repairmen with mechanical repairs such as gas engine tuning, repair and overhaul, and ignition, fuel, brake and hydraulic system repair and overhaul.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes on paved roads.
4. Repairs bridges.
5. Performs related manual labor as required.

Knowledge, Skills and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.
4. Skills in basic math to use measuring instruments and to read equipment gauges.
5. Skills to follow instructions and counsel with crew members.
6. Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
7. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability; skill in operation of a wide variety of heavy equipment.
8. Ability to instruct and direct other employees.
9. Knowledge of traffic regulations.
10. Defensive driving skills.
11. Knowledge of safety rules, including accident causes and prevention.
12. Must be able to stand all day.
13. Must be able to lift 50 lbs.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Have a valid commercial driver's license (CDL Class A).
3. Considerable experience in operating heavy equipment or possess unique skills.
4. Willing to travel to pick up material out of area.

POSITION DESCRIPTION

Title: Operator Technician IV (BBE/Paving)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of work group and Engineering

External Contacts: General Public, Emergency Responders, Other Government Employees

Status: Classified/Non-Exempt (311)

Job Summary

Must be able to competently operate a minimum of eleven pieces of the following equipment: dump truck, tractor, bush hog, tiller, backhoe/excavator, motor grader, chip spreader, tractor trailer/low boy, bulldozer, front end loader, roller, asphalt spreader, scraper, distributor, paint truck, gradeall, boom mower, or other special skill.

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Supervisor/Assistant Supervisor of equipment failures and may assist with repairs. May assist with bridge maintenance. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment Operators I, II, and III in use of various road equipment. Must be able to work without close supervision and be able to serve as crew leader for operations as directed. Work also involves performing complex traffic control operations and assisting the sign, stripe and signal crews as needed.

Job Domains

A. Equipment Operator

Minimum of four (4) years' experience in one or more of the following:

1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Operates a motor grader to perform the most difficult finishing and grading operations;
 - b. Performs the full range of operation with bulldozer, front-end loader, scraper, roller, tractor-trailer, power shovel, backhoe, crane, asphalt paver, and other types of heavy equipment;
 - c. Operates an excavator or gradeall in digging ditches, digging trenches and setting pipe, placing bridge timbers, demolition, and digging roots.
2. Loads and hauls various heavy equipment and machinery on low-boy truck and trailer.
3. May operate other equipment such as dump truck, tractor, paint truck and bucket truck with aerial lift.
4. Trains other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
5. May supervise and direct the work of other personnel in complex construction and maintenance projects.
6. May advise foreman on capabilities and best utilization of various types of heavy equipment.
7. Required to wear uniforms as directed by the County Engineer.

B. Equipment Maintenance

1. Prior to operation equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems.
5. May assist mechanic or other repairmen with mechanical repairs.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the Paved Road
4. Repairs bridges.
5. Performs related manual labor as required.

Knowledge, Skills and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.
4. Skills in basic math to use measuring instruments and to read equipment gauges.
5. Skills to follow instructions and counsel with crew members.

6. Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
7. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability; skill in operation of a wide variety of heavy equipment.
8. Ability to instruct and direct other employees.
9. Knowledge of traffic regulations.
10. Defensive driving skills.
11. Knowledge of safety rules, including accident causes and prevention.
12. Must be able to stand all day.
13. Must be able to lift 50 lbs.
14. Knowledge of county policies, procedures, and rules.
15. Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Willing to travel to pick up material out of area.
3. Willing to respond to callouts when deemed necessary by the Supervisor.

Minimum Qualifications

1. Valid Commercial Driver's License (CDL – Class A) and be insurable by the County's insurance standards.
2. Considerable experience in operating heavy equipment or possess unique skills.

POSITION DESCRIPTION

Title: Operator Technician IV

Department: Highway Department – Maintenance Section

Job Analysis: February 2011, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant Area Supervisor and/or Designated Crew Chief, Area Supervisor, Maintenance Engineer, County Engineer

Subordinate Staff: Crew assigned by Supervisor/Assistant Area Supervisor

Internal Contacts: Members of work group and Engineering

External Contacts: General Public, Police, Other Government Employees

Status: Classified/Non-Exempt (~~344~~ **312**)

Job Summary

Must be able to competently operate a minimum of eleven pieces of the following equipment: dump truck, tractor, bush hog, tiller, backhoe/excavator, motor grader, chip spreader, tractor trailer/low boy, bulldozer, front end loader, roller, asphalt spreader, scraper, distributor, paint truck, gradeall, boom mower, or other special skill.

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Supervisor/Assistant Supervisor of equipment failures and may assist with repairs. May assist with bridge maintenance. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment Operators I, II, and III in use of various road equipment. Consideration will be given when unusual circumstances prevail such as working without supervision, leadership, and other skills necessary for efficient operation of the department.

Job Domains

A. Equipment Operator

Minimum of four years experience in one or more of the following:

1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Operates a motor grader to perform the most difficult finishing and grading operations;
 - b. Performs the full range of operation with bulldozer, front-end loader, scraper, roller, tractor-trailer, power shovel, backhoe, crane, asphalt paver, and other types of heavy equipment;
 - c. Operates a soil pan doing earth-moving and rough grading; or
 - d. Operates an excavator or gradeall in digging ditches, digging trenches and setting pipe, placing bridge timbers, demolition, and digging roots.
2. Loads and hauls various heavy equipment and machinery on low-boy truck and trailer.
3. May operate other equipment such as dump truck and light tractor.
4. Trains other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
5. May supervise and direct the work of other personnel in complex construction and maintenance projects.
6. May advise foreman on capabilities and best utilization of various types of heavy equipment.
7. Required to wear uniforms as directed by the County Engineer.

B. Equipment Maintenance

1. Prior to operation equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems.
5. May assist mechanic or other repairmen with mechanical repairs such as gas engine tuning, repair and overhaul, and ignition, fuel, brake and hydraulic system repair and overhaul.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the Paved Road
4. Repairs bridges.
5. Performs related manual labor as required.

Knowledge, Skills and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.
4. Skills in basic math to use measuring instruments and to read equipment gauges.
5. Skills to follow instructions and counsel with crew members.
6. Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
7. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability; skill in operation of a wide variety of heavy equipment.
8. Ability to instruct and direct other employees.
9. Knowledge of traffic regulations.
10. Defensive driving skills.
11. Knowledge of safety rules, including accident causes and prevention.
12. Must be able to stand all day.
13. Must be able to lift 50 lbs.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Have a valid commercial driver license (CDL Class A).
3. Considerable experience in operating heavy equipment or possess unique skills.
4. Willing to travel to pick up material out of area.

POSITION DESCRIPTION

Title: Operator Technician / CDL Instructor

Department: Highway Department – Maintenance Section

Job Analysis: April 2022, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant Area Supervisor, Area Supervisor, Maintenance Manager, Operations Manager, County Engineer

Subordinate Staff: Crew assigned by Supervisor/Assistant Area Supervisor

Internal Contacts: Members of work group and Engineering

External Contacts: General Public, Law Enforcement, Other Government Employees

Status: Classified/Non-Exempt (~~311~~ **312**)

Job Summary

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Supervisor/Assistant Supervisor of equipment failures, and may assist with repairs. May assist with bridge maintenance. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment operators I, II, and III, in use of various road equipment and serves as CDL Instructor in accordance with applicable Federal Code or County Policy. Serves as crew leader for any work operation deemed necessary by the Area Supervisor or his/her designee.

Job Domains

A. Crew Leader

1. Plans, organizes, schedules, coordinates, supervises, and evaluates the work of assigned crew engaged in construction or maintenance of work operations as deemed necessary by the Area Supervisor or his/her designee.
2. Provides technical assistance to staff as necessary
3. Provides for staff training and development; trains assigned employees in their areas of work including construction and maintenance methods, procedures, or techniques.

4. Ensures adherence to safe work practices and procedures.
5. Participates in long-term planning to assess future needs.
6. Inspects work in progress and upon completion; detects and corrects inefficient utilization of workers and equipment; ensures work conforms to specifications and is in accordance with County policies, operating procedures, and practices.
7. Supervises and participates in the work of crews engaged in the installation, repair and maintenance of all work assigned.
8. Performs assigned duties as required.

B. Training/Instructor

1. Serves as Theory and Behind-the-Wheel (BTW) instructor for CDL trainees in accordance with Federal Motor Carrier Safety Administration guidelines and applicable Federal Code.
2. Assists in developing CDL training criteria.
3. Must maintain all qualifications and adhere to all requirements as required by Federal Code to maintain CDL Instructor status.

C. Equipment Operator

1. Performs various skilled operations using a variety of heavy equipment such as tractors, motor grader, bulldozer, excavator, front-end loader, scraper, roller, tractor-trailer, lowboy, backhoe, gradall, brush mower, dump truck or other equipment as deemed necessary.
2. Loads and hauls various heavy equipment and machinery on low-boy truck and trailer.
3. Trains other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
4. Required to wear uniforms as directed by the County Engineer.

D. Equipment Maintenance

1. Prior to operation of equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems.
5. May assist mechanic or other repairmen with mechanical repairs as deemed necessary by Supervisor.

E. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses hand tools for work items as needed.
3. Patches holes for the paved road maintenance
4. Repairs bridges.

5. Performs related manual labor as required.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Ability to effectively and professionally communicate with the general public
3. Ability to instruct and direct other employees.
4. Skills to complete routine forms and records.
5. Skills to understand operator manuals, directives, procedures, and instructions.
6. Skills in basic math to use measuring instruments and ability to perform basic work site layout.
7. Skills to read equipment gauges.
8. Skills to follow instructions and counsel with crew members.
9. Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
10. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability, skill in operation of a wide variety of heavy equipment.
11. Knowledge of traffic regulations.
12. Knowledge of proper traffic control in work zones.
13. Defensive driving skills.
14. Knowledge of safety rules, including accident causes and prevention.

Physical Characteristics

1. Body movement to bend, stoop, and move about in an outdoor environment.
2. Ability to stand and work outdoors all day at all times of year.
3. Must be able to lift up to 50lbs.
4. Willing to work overtime and weekends in emergencies or when required.
5. Willing to travel to pick up material out of area.

Minimum Qualifications

1. Have a valid commercial driver license (CDL Class A) with all applicable endorsements required to meet CDL Instructor criteria.
2. Considerable experience in operating heavy equipment or possess unique skills.

POSITION DESCRIPTION

Title: Operator Technician Trainee

Department: Highway Department

Job Analysis: September 2020, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant Area Supervisor, Area Supervisor, Maintenance Engineer, County Engineer

Subordinate Staff: None

Internal Contacts: Members of work group

External Contacts: General Public

Status: Classified/Non-Exempt (~~304~~ **306**)

Job Summary

Performs routine manual labor which does not require a high degree of skill. May also drive/operate trucks, light tractors or other equipment while in a training status. In most cases, works under immediate direction of an employee of higher grade or a foreman.

Job Domains

A. Manual Labor

1. Uses chain saw to cut trees from right-of-way.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Loads and unloads trucks of soil, construction materials, and supplies.
4. Shovels asphalt, cinders, rocks, soil and other materials.
5. Installs and cleans drainpipes.
6. Patches potholes.
7. Picks up and piles brush, refuse and other materials.
8. Directs traffic at job sites.
9. Performs work around and under bridges.
10. Mows grass, prunes shrubs, rakes grass and removes trash from county property.
11. Performs related manual labor as required.
12. Installs traffic signs for public safety.

13. Required to wear uniforms as directed by County Engineer.

B. Equipment Operation and Maintenance

1. May perform maintenance operations with trucks and light tractors.
2. May drive or operate equipment or vehicles as directed by supervisor while in a training status.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisor or co-workers.
2. Skills to follow verbal instructions.
3. Basic skills in the operation, maintenance and safe use of trucks and light tractors.
4. Knowledge of traffic regulations.
5. Knowledge of safety rules, including accident causes and prevention.
6. Skills to complete routine forms and records.
7. Knowledge of County policies, procedures and rules.

Physical Characteristics

1. See well enough to operate machinery safely.
2. Hear well enough to follow directions from Supervisors.
3. Use of hands and fingers to perform manual work.
4. Physical dexterity sufficient to operate lever, gears, shovels, etc.
5. Body mobility to bend, stoop, move about and perform manual labor in an outdoor environment.
6. Ability to stand and work outdoors all day at all times of year.
7. Must be able to lift up to 50 pounds.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.

Minimum Qualifications

1. Have a valid Alabama driver's license and be insurable by the County's insurance standards. (Commercial Driver's License required for promotion.)

POSITION DESCRIPTION

Title: Permit/Subdivision Manager

Department: Highway Department – ~~Construction~~ Permit Section

Job Analysis: November 2012, August 2015, September 2017, September 2018, August 2019, January 2020, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: ~~Construction Manager~~, County Engineer

Subordinate Staff: Permit/Subdivision Personnel

Internal Contacts: BCHD Section Heads and Staff, Planning & Zoning Staff, and other County Employees

External Contacts: General Public, Municipal Officials, Contractors, Developers, Engineers, Surveyors, ALDOT and other state and local officials, attorneys, and vendors.

Status: Classified/Exempt (~~\$316~~ **\$319**)

Job Summary

The employee is responsible for overseeing and directing reviews and field inspections of subdivision construction permits and various right-of-way permitting including, but not limited to, utility permits, commercial turnout and turn lane permits, license agreements, and expressway connection permits. The employee also manages the County's access management plans for the Baldwin Beach Express and Foley Beach Express. Employee will perform highly responsible and diverse civil engineering tasks.

Job Domains

1. Directs and oversees the review of all Subdivision Construction Permits, Commercial Turn-out Permits, Turn-lane Permits, License Agreements, and Utility permits.
2. Manages the Access Management Plans for both the Baldwin Beach Express and the Foley Beach Express.
3. Oversees the inspections of subdivision construction projects for compliance with the Baldwin County Subdivision Regulations.
4. Coordinates with the Planning and Zoning Department as needed.

5. Attends development pre-application meetings and Planning and Zoning Commission meetings monthly, or as required.
6. Oversees the review of roadway design, drainage calculations, traffic studies, field inspections etc., to ensure compliance with the Baldwin County Subdivision Regulations and other applicable laws and regulations and reports results of subdivision reviews in written and verbal form to the Planning & Zoning Commission.
7. Coordinates Adopt-a-mile requests.
8. Performs drainage designs for maintenance and other County projects.
9. Performs detailed engineering calculations and sizing of drainage structures in accordance with applicable engineering standards.
- 8.10. Performs detailed traffic engineering analysis and makes recommendations for roadway capacity and safety improvements.

Miscellaneous

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Attend seminars and conferences related to job domains.
3. Must be highly motivated and organized.
4. Assist with infrastructure inspections as part of disaster recovery efforts.
5. Prepare presentations for the Commission and public as required by the County Engineer.

Knowledge, Skills, and Abilities

1. Verbal skills to direct and supervise subordinates, deal with the public, and handle various requests from the public, other Departments, and Commissioners.
2. Writing skills to prepare reports and presentations.
- 2.3. Math skills to accomplish any variety of civil engineering typical problems.
- 3.4. Reading skills to read maps, blueprints, technical publications, etc.
- 4.5. Skills in planning and scheduling.
- 5.6. Knowledge of occupational safety and health requirements.
7. Hear well enough to understand normal conversations.
8. Technical skills to operate complex engineering or GIS related computer programs.
9. Microsoft Office products including Word, Excel, and PowerPoint.
10. Experience with engineering software for storm water modeling and traffic analysis (e.g. HydroCAD, StormCAD, CulvertMaster, HCS, etc.)
- 6.11. Knowledge of transportation engineering references (MUTCD, AASHTO Roadside Safety Guide, NCHRP 457, ITE Trip Generation Manual, AASHTO A Policy on the Geometric Design of Highways and Streets, etc.).

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work activities.

Minimum Requirements

1. Bachelor's Degree in Civil Engineering with four (4) years' experience in planning or civil engineering activities preferred.
~~Registered as an Engineer Intern in the State of Alabama required.~~
2. Registered as a Professional Engineer in the State of Alabama, or the ability to gain reciprocity, preferred but not required.
3. Possess a valid driver's license and be insurable by the County's insurance standards.
4. CAD and GIS experience preferred but not required.

POSITION DESCRIPTION

Title: Traffic Control Technician I (Stripe Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: October 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of work group

External Contacts: General Public

Status: Classified/Non-Exempt (~~307~~ **308**)

Job Summary

Responsible for carrying out the activities of the Traffic Control paint crew. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domains

A. Operations

1. Operate small portable paint machine to stripe parking lots.
2. Operate epoxy gun to install pavement markers.
3. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
4. Willing to assist the paving/mowing, sign and signal crews as needed.
5. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Operation and Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, make adjustments to ensure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisor or co-workers.
2. Skills to follow verbal instructions.
3. Basic skills in the operation, maintenance and safe use of trucks and tractors.
4. Knowledge of traffic regulations.
5. Knowledge of safety rules, including accident causes and prevention.
6. Skills to complete routine forms and records.
7. Knowledge of County policies, procedures and rules.

Physical Characteristics

1. See well enough to operate machinery safely.
2. Hear well enough to follow directions from Supervisors.
3. Use of hands and fingers to perform manual work.
4. Physical dexterity sufficient to operate lever, gears, shovels, etc.
5. Body mobility to perform maintenance and operate various types of equipment and perform basic manual labor.
6. Ability to stand all day
7. Ability to lift 50 pounds.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Required to wear uniforms as directed by the County Engineer.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Have a valid driver's license (Commercial Driver's License required for promotion) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician II (Sign Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (~~308~~ **309**)

Job Summary

To successfully complete any job/duty deemed necessary by the Traffic Operations Manager or Crew Chief. Work involves the following: physical placement of traffic signs as required throughout the county while ensuring all signage meets MUTCD Standards. Placement of detours as needed. Performing complex traffic control operations.

Capturing data on all signage with County issued tablets to ensure GIS is updated. This requires general skills and knowledge to operate computers and software programs. Willing to assist other crews within the department as needed.

Job Domain

A. Operations

1. Operate sign truck with aerial bucket to install traffic control signs including post driver and puller.
2. Operate sign truck with aerial bucket to trim limbs and precisely cut brush as needed.
3. May operate other equipment as deemed necessary by Supervisor.
4. May operate other equipment such as asphalt spreader, roller, paint truck or tractor.

5. Perform routine manual labor on other crews as needed.
6. Ensure that all signs are in proper placement by current MUTCD standards.
7. Ensure that all traffic control operations meet current MUTCD standards.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. Perform light maintenance and servicing in connection with equipment operated.
3. Notify supervisor of mechanical or safety problems.
4. May assist mechanic or other repairmen with mechanical repairs.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills to operate computers and software programs.
4. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
5. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
6. Knowledge of traffic regulations.
7. Familiar with ALDOT standard drawings and how to apply these standards to real world applications.
8. Familiar with *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Willing to work overtime and non-standard hours.
2. Willing to travel for schools and training.

3. Assist in Disaster Recovery efforts as needed.
4. Willing to assist the paving crew/mowing crew, stripe crew and signal crew.
5. Required to wear uniforms as directed by County Engineer.

Minimum Qualifications

1. One (1) year experience in Traffic Control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician II (Stripe Crew Option)

Department: Highway Department - Traffic Operations

Job Analysis: September 2017, September 2018, October 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Other Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (~~308~~ **309**)

Job Summary

Responsible for carrying out the activities of the Traffic Control paint crew. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domain

A. Operations

1. Operate paint truck to put traffic markings on county roads.
2. Operate small portable paint machine to stripe parking lots.
3. Operate epoxy gun to install pavement markers.
4. Operate bucket truck with aerial lift to repair traffic control signal lights.
5. Maintain traffic control devices including minor repairs and bulb repairs/replacements.
6. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
7. Willing to assist the paving/mowing, sign and signal crews as needed.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
4. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
5. Knowledge of traffic regulations.
6. Familiar with ALDOT standard drawings and how to apply these standards to real world applications.
7. Familiar with *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
8. Knowledge of safety rules including accident causes and prevention.
9. Ability to work independently without close supervision.
10. Knowledge of county policies, procedures and rules.
11. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Three (3) years' experience in Traffic Control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician III (Sign Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: Crew assigned by Supervisor

Other Internal Contacts: Members of work group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (~~309~~ **310**)

Job Summary

Responsible for serving as crew leader to carry out the activities of the Traffic Control sign crew. Work involves the following: physical placement of traffic signs as required throughout the county while insuring all signage meets MUTCD Standards. Placement of detours as needed. Performing complex traffic control operations.

Capturing data on all signage with County issued tablets to ensure GIS is updated. This requires general skills and knowledge to operate computers and software programs. Willing to assist other crews within the department as needed.

Job Domain

A. Operations

1. Operate sign truck to install traffic control signs including post driver and puller.
2. Operate sign truck with aerial bucket to trim limbs and precisely cut brush as needed.
3. May operate other equipment as deemed necessary by Supervisor.
4. May operate other equipment such as the asphalt spreader, roller, paint truck or tractor.
5. Perform routine manual labor on other crews as needed.

6. Ensure that all signs are in proper placement by current MUTCD standards.
7. Ensure that all traffic control operations meet current MUTCD standards.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. Perform light maintenance and servicing in connection with equipment operated.
3. Notify supervisor of mechanical or safety problems.
4. May assist mechanic or other repairmen with mechanical repairs.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills to operate computers and software programs.
4. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
5. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
6. Knowledge of traffic regulations.
7. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
8. Knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 pounds, use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by County Engineer.
2. Willing to work overtime and non-standard hours as needed.
3. Willing to travel for school and training.

4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in Traffic Control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician III (Stripe Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (~~309~~ **310**)

Job Summary

Responsible for substituting as crew leader to carry out the activities of the Traffic Control paint crew when needed. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domain

A. Operations

1. Operate paint truck to put traffic markings on county roads.
2. Operate small portable paint machine to stripe parking lots.
3. Operate epoxy gun to install pavement markers.
4. Operate bucket truck with aerial lift to repair traffic control signal lights.
5. Maintain traffic control devices and perform minor or basic repairs on traffic signals.
6. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
7. Willing to assist the paving/mowing, sign and signal crews as needed.
8. Willing to respond to callouts when deemed necessary by the supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
4. Skills to complete striping cost estimates that include labor, material and equipment.
5. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
6. Knowledge of traffic regulations.
7. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
8. Knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.
12. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in traffic control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician IV (Signal Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019, April 2020,
September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, Construction Manager, County Engineer.

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (~~344~~ 312)

Job Summary

Serve as a working leader performing complex installation, programming, monitoring, preventative maintenance and repair of electronically controlled and coordinated traffic control systems. Also, may serve as crew leader to carry out the activities of the Traffic Control Stripe crew as needed. Work will also include assisting the Traffic Operations Manager with daily activities. Work includes, but is not limited to: reviewing daily activity sheets, inspecting finished work for compliance with specifications, keeping up with sign and paint inventory, planning and scheduling crews, assist with complex traffic control operations and assist all crews within the department when deemed necessary. Capturing data on all signals with County issued tablets to ensure GIS is updated. This requires general skills and knowledge to operate computers and software programs.

Job Domain

A. Operations

1. Evaluate, diagnose, schedule, and complete repairs to defects and malfunctions of traffic signals. Work may include repairs to traffic signal cabinets, traffic signal controllers,

overhead signal equipment and conducting inspections/performing preventative maintenance.

2. Respond to and perform repairs to after hour emergency situations relating to traffic signals or signs.
3. Create and file daily reports, maintenance logs, signal timing charts and inventory records for future use.
4. Coordinate and inspect work performed by external contractors involved in the construction and alteration of traffic signals.
5. Order and stock an operational spare traffic signal inventory.
6. Operate paint truck to put traffic markings on county roads.
7. Operate small portable paint machine to stripe parking lots.
8. Operate epoxy gun to install pavement markers.
9. Operate bucket truck with aerial lift to repair traffic control signal lights.
10. May operate other equipment such as the asphalt spreader, roller or tractors.
11. Willing to assist the stripe, paving/mowing or sign crews as needed.
12. Maintain traffic control devices and perform minor or basic repairs on traffic signals.
13. Assist Traffic Operations Manager with various daily activities as needed.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Knowledge of The Manual of Uniform Traffic Control Devices (MUTCD), National Electric Manufacture Association (NEMA) and IMSA- International Municipal Signal Association. Relating to common principles, practices, equipment, materials, and methods used in the installation, operation, repair and maintenance of traffic control devices and signage.
2. Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
3. Use and care of hand powered tools and equipment.
4. Skills to communicate information to supervisors and co-workers.
5. Skills to complete routine forms and records.
6. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
7. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
8. Knowledge of traffic regulations.
9. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
10. Knowledge of safety rules including accident causes and prevention.
11. Ability to work independently without close supervision.

12. Ability to operate computers / GPS Devices
13. Knowledge of county policies, procedures and rules.
14. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs in live traffic, stoop and move in an outdoor environment with the potential of encountering wildlife, operate equipment, walk behind an asphalt spreader and shovel asphalt, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in traffic signals, preferred.
2. Five (5) years of traffic control experience, preferred.
3. Traffic Signal Field Technician Level 1, preferred.
4. Valid Commercial Driver's License (CDL – Class B) preferred and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician IV (Stripe Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (~~344~~ **312**)

Job Summary

Serve as crew leader to carry out the activities of the Traffic Control Stripe crew as needed. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domain

A. Operations

1. Operate paint truck to put traffic markings on county roads.
2. Operate small portable paint machine to stripe parking lots.
3. Operate epoxy gun to install pavement markers.
4. Operate bucket truck with aerial lift to repair traffic signal lights if needed.
5. Maintain traffic control devices and perform minor or basic repairs on traffic signals.
6. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
7. Willing to assist the paving/mowing, sign and signal crews as needed.

8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Use and care of hand powered tools and equipment.
2. Skills to communicate information to supervisors and co-workers.
3. Skills to complete routine forms and records.
4. Skills to complete striping cost estimates that include labor, material and equipment.
5. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
6. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
7. Knowledge of traffic regulations.
8. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.
12. Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in traffic signals preferred, but not required.
2. Valid Commercial Driver's License (CDL – Class A) and be insurable by the County's insurance standards.