HIGHWAY TECHNICIAN
Tompkins County

Classification: Competitive
Labor Grade: 13
Approved: 12/21/1993
Revised: 7/98; 2/04
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Construction Technology **AND** 2 years of full-time paid (or the equivalent part-time and/or volunteer) experience in road maintenance and construction; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** 10 years of full-time paid (or the equivalent part-time and/or volunteer) experience in road maintenance and construction; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENT:

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

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position provides technical support and research assistance for all Highway project types. An employee in this class utilizes numerous surveying skills and assists in development, implementation, maintenance, and the monitoring of compliance with regards to Highway programs. Work is performed under the general supervision of the Highway Manager. May supervise small groups of employees and contractors at job site. Position involves considerable contact with the public. Does related work as assigned.

TYPICAL WORK ACTIVITIES:

- Develops scheduling and planning for highway maintenance programs such, as gantt charts;
- Writes Service Orders for some highway maintenance projects;
- Performs and coordinates research and analysis;
- Assists with inputting information into the Pavement Management System data in a computer automated PMS;
- Coordinates the road network traffic counting and striping programs;
- Issues permits and monitors compliance with respect to rules, regulations, codes and contracts;
- Assigns and assists with field surveys, inspections, and quality control;
- Develops and coordinates agreements with landowners for highway work outside of established right-of-way;
- Does construction inspection to ensure proper implementation of plans, specifications, regulations, and codes;
- Attends job related training and seminars as determined by the Highway Manager;
- Visits Work Order and Service Order project sites to insure work is progressing in accordance with design and Specifications;
- Enforces compliance with all work site safety policies, rules and regulations published by the county and outside agencies such as OSHA, DEC, PESH, etc.;
- Performs project Cost Estimating.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of highway construction;
- Good understanding of the instruments and materials used in highway construction projects;
- Good knowledge of survey and engineering terminology;

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

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