OHIO DEPARTMENT OF TRANSPORTATION

POSITION DESCRIPTION

DIVISION/DISTRICT

See Table of Organization
for more information

PAYROLL

COST CENTER

HQ COUNTY

[X] OT Eligible
[ ] OT Exempt Exec
[ ] OT Exempt Admin

[X] BU
[ ] EXEMPT
[ ] CAREER PROF

NORMAL WORKING HOURS (EXPLAIN UNUSUAL OR ROTATING SHIFTS)

FROM: TO: (Hours may vary based on operational need)

[ ] NEW POSITION [ ] UPDATE

RECLASS FROM:

PN & TITLE OF IMMEDIATE SUPERVISOR

WORKING TITLE:

%  JOB DUTIES IN ORDER OF IMPORTANCE

55 Operates basic equipment (i.e., see glossary for identification of basic equipment) & performs general highway maintenance duties which vary by season (e.g., constructs, improves, maintains, repairs & cleans highways &/or roadways & right-of-ways to include excavating & grading ditches, digging channels & cleaning waterways, cuts brush, grass & other vegetation, applies chemicals to vegetation, patches & seals berm & pavement, mixes mortar & concrete, shovels backfill, installs & repairs catch basin & stream channel & completes other drainage work, screens bleeding surface, reshapes/digs ditches/trenches, pours hot tar, removes trash, cleans & repairs highways &/or roadways & right-of-ways, mows grass, moves & loads supplies & materials & completes other related highway maintenance assignments, operates any combination of basic equipment to haul trash), performs snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, maintains, repairs & installs traffic signs & pavement markings on inter-state, federal & state highways &/or roadways (e.g., repairs/replaces/straightens street &/or traffic signs & other route markers; installs & repairs guardrails).

20 Performs emergency response & clean up & performs traffic control (e.g., flags traffic through work zone or around accident site; sets lane closures; places high water signs; erects barricades); receives training (on the job & formal) in various types of construction inspection activities (maintenance related inspection items).

15 Performs minor repairs & maintenance on equipment (e.g., sharpens; sands; paints; refuels; lubricates; checks tires for wear & pressure; replaces light bulbs; washes & cleans trucks & equipment to prevent rusting); changes tailgates & snowplow blades; conducts pre-trip inspections of equipment.

10 Performs miscellaneous labor & bookkeeping tasks; operates two-way radio/base station; telephones crews for emergencies; cleans offices & garage; keeps daily records & logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains traffic delays; explains work underway); assists stranded motorists (e.g., telephones for needed assistance); performs general labor & maintenance functions at garage; loads & unloads freight; arranges stock in warehouse; moves equipment.

Knowledge: (10) Safety Practices (e.g., OSHA & ODOT re: maintenance & construction & associated with highway maintenance & use of traffic control equipment*); (13b*) Agency Policies & Procedures (i.e., ODOT general maintenance & construction); Skill: (29) Equipment Operations (i.e., Basic as defined in glossary); Ability: (30f) deal with problems involving several variables in a familiar context, (31d) add, subtract, multiply & divide whole numbers, (34c) cooperate w/ co-workers on group projects, (35c) demonstrate strength to lift 50-100 lbs.

No Additional KSAs Required

No Additional Knowledge & Skill Required; Ability: 30f, 31d, 32l maintain accurate records, 34c, 35c.

(*) Developed after employment

Valid Class B Commercial Driver’s License w/tanker endorsement without airbrake restriction

LIST PN AND TITLES OF POSITIONS DIRECTLY SUPERVISED

DIVISION/DISTRICT DEPUTY DIRECTOR SIGNATURE

Central Office Administration Only

Michael D. Busa Signature on File

DATE

Per: HR PLAN [ ] or HRPMF [ ]

Central Office Approval