

HIGHWAY CONSTRUCTION TECHNICIAN IV

DESCRIPTION: Under limited supervision, serves as the district's final reviewer and/or performs technical and limited administrative work as the project manager for projects of a routine nature, directing the inspection work, and providing answers and resolving problems for the contractors and the public; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

In charge of and performs the district's final review of field records on current and completed projects to ensure compliance with specifications and contracts.

Is the project manager on projects of a short duration or routine in nature, such as armor coating, lighting, gravel surfacing, clearing tract, demolition, or building construction or remodeling.

Is the state representative for local projects.

Determines current controlling operations as well as the work day charges.

Directs the preparation and maintenance of complete, accurate records of operations, materials tested and used, quantity and quality of work performed, and compliance with contract special provisions, construction plans, and specifications.

Maintains construction contract diaries, progress reports, documentation of pay quantities, and final summaries of all data pertaining to assigned construction projects.

Interprets plans and specifications and resolves conflicts.

Researches, writes, and edits Change Orders/Supplemental Agreements.

Evaluates and prioritizes project activities, and assigns and monitors the work of personnel.

Coordinates consultant inspection and surveying activities.

Drives commercial and/or non-commercial vehicles.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: civil engineering principles and practices; all phases of construction and plant inspection.

Ability to: plan, organize, and coordinate the activities of staff; resolve design and construction conflicts; read and interpret engineering plans and specifications.

Skill in: conflict resolution; organization; the use of equipment related to civil engineering projects.

HIGHWAY CONSTRUCTION TECHNICIAN IV (continued)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: all phases of construction and plant inspection and how they relate to each other; complex surveying techniques.

Ability to: read and interpret engineering plans and specifications; plan and lead the work of staff on projects; establish and maintain effective working relationships with contractors, consultants, the public, and others; apply construction procedures in the construction manual; communicate orally and in writing.

Skill in: the use of equipment and software related to civil engineering projects.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combinations of education, training, and/or experience that enables the individual to possess the required knowledge, skills, and abilities. A general qualification guideline for positions in this class is a high school level coursework or the equivalent AND experience in highway construction.

SPECIAL NOTE

A valid driver's license is required.

Some positions may require a Commercial Driver's License with required endorsements.

Most positions will be required to obtain and maintain various certifications such as concrete field and plant inspection, soil and aggregate, and nuclear gauge.

Some positions may require overnight travel.