

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Highway Technician Associate

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### Definition

Operates equipment/performs physical laboring activities in the maintenance of roadway, roadside, right of way, shoulder, bridge and highway grading/paving projects; performs routine bridge inspections, traffic control, and operates snow/ice removal equipment (e.g., heavy duty trucks equipped with snow plows) to prepare/spread abrasives and de-icing chemicals on the roadway; incumbents do not rotate seasonally between maintenance and construction activities; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Performs roadway and right of way, shoulder, roadside, bridge, surface, drainage, and related maintenance to include: surfacing, sealing, and filling joints and cracks; removing bumps, filling depressions, and removing and replacing damaged pavements; filling edge ruts, smoothing shoulders, mowing and rebuilding shoulders; picking up litter, cutting brush, repairing fence, controlling weeds, and maintaining signage; and cleaning, washing, and lubricating working members of bridges.

Performs duties related to snow and ice removal, which include: accessing the Roadway Weather Information System (RWIS), weather reports, and other related computer software applications to record and receive data and make decisions regarding times, temperatures, weather conditions, and material usage to operate snow and ice removal equipment, such as, but not limited to: single or tandem axle dump trucks that may be equipped with tailgate or hopper spreader, straight blades, or V-plows, wing plows, and underside ice blades; includes preparing and spreading abrasives and de-icing chemicals on the roadway by using a loader for mixing abrasives and chemicals.

Inspects phases of bridge, grading, and paving projects as assigned; prepares written inspection reports and records as required.

Performs materials sampling and testing, or construction or right of way survey activities as assigned.

Performs traffic control to assist motorists through work zones in a safe and orderly manner.

Services and performs routine maintenance and minor repairs on all assigned equipment, such as changing oil, greasing, and inspecting equipment; assists mechanic on major breakdowns and overhauls such as repairs on brakes, hydraulics, electrical, transmission, and mechanical systems.

Performs construction and maintenance on Department of Transportation facilities and grounds including carpentry, electrical, plumbing, janitorial, masonry, and landscape maintenance.

Maintains waterways by reshaping fore and back slopes, cleaning vegetation from ditches, maintaining and repairing tile culvert pipes and intakes using backhoes, loaders, power shovels, and draglines.

Performs herbicide-spraying operations in right of way areas by using a backpack sprayer, driving a truck, and/or operating a pressure sprayer.

Responds as directed to roadway emergency situations.

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## Competencies Required

### Knowledge:

- Building and Construction – Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Transportation – Principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.

### Abilities:

- Control Precision – Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Manual Dexterity – Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects
- Static Strength – Exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength – Use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Extent Flexibility – Bend, stretch, twist, or reach with your body, arms, and/or legs.
- Arm-Hand Steadiness – Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Multilimb Coordination – Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Near Vision – See details at close range (within a few feet of the observer).

### Skills:

- Operation and Control – Controlling operations of equipment or systems.
- Coordination – Adjusting actions in relation to others' actions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

- Operation Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from high school, GED, or equivalency.
- 2) A total of four years of education and/or full-time experience, where one year of high school education equals one year of full-time work in highway maintenance or equipment operation.

## Notes

Positions in this class require possession of a valid Commercial Learner's Permit upon hire. Within a timeframe determined by the appointing authority, a valid Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained to continue employment.

In conjunction with Title 49 of the Code of Federal Regulations (parts 40 and 382), this job requires a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program and will be subject to the regulations regarding the Federal drug and alcohol testing program.

Prior to starting employment, all persons are required to have a post offer, pre-employment physical verifying the physical ability to perform the duties described.

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain and maintain Herbicide Applicator certification from the Department of Agriculture and Land Stewardship.

Positions require certification for testing materials and operating specialized equipment as required by the Iowa Department of Transportation's Technical Training and Certification Program for Highway Materials and Construction; and/or other certifications as required.

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Within a timeframe determined by the appointing authority, employees in designated positions are required to reside within a defined driving time, during normal conditions, from the assigned work location.

Employees must respond to emergency situations as required.

Employees must be able to work up to 16 consecutive hours.

*Effective date: 05/20 KMJ*