Iowa Department of Administrative Services – Division of Human Resources
Classification Series Guidelines

Highway Technician Series

Classes in the Series

Class Code	Class Title
08121	Highway Technician Associate
08122	Highway Technician
08123	Highway Technician Senior
08115	Garage Operations Assistant

Series Concept

Positions in this series are responsible for performing a variety of highway activities including snow and ice control and roadway repair and maintenance. Higher-level technicians may rotate between maintenance and construction activities as appropriate for the season. Construction activities include checking grades and elevations, sampling, testing and inspecting construction materials, lab tests, and routine survey activities. Positions also assist in the coordination of operations, and physical labor activities including operation of equipment such as, but not limited to, dump trucks, front end loaders, tractors, motor graders, and an array of support equipment such as air compressors, oil distributors, pneumatic tools, and hand tools such as chain saws, hand drills, weed trimmers, lawn mowers, and shovels.

Exclusions

The following are excluded from classification within this series:

1. Positions that are responsible for exclusively performing engineering support, or construction trades-related work including project inspection and monitoring, or construction survey. Such positions are generally classified in the Construction Technician series.
2. Positions that exclusively perform technical on-site field or technical laboratory work in the sampling, testing, and inspection of materials used in highway construction and maintenance projects. Such positions are generally classified in the Materials Technician series.

Class Distinctions

Highway Technician Associate

At the entry-level, positions are responsible for operating equipment to perform maintenance of roadway, roadside, right of way, shoulder, bridge, and highway grading and paving projects. They perform routine bridge inspections, traffic control, and may perform crew leader duties in the absence of a lead worker or supervisor. Positions operate snow and ice removal equipment including heavy duty trucks equipped with various types of snow plows, and prepare and spread abrasives and de-icing chemicals roadways. They do not rotate seasonally between maintenance and construction activities, nor are they required to obtain materials testing certification.

Highway Technician

Positions in this class perform maintenance of roadway, roadside, right of way, shoulder, bridge, and highway grading and paving projects. Seasonally, they perform winter maintenance activities including

snow and ice control. During construction season, they perform routine technical duties such as checking grades and elevations, sampling, testing, and inspecting construction materials; performing routine survey activities and routine field and lab tests and inspections. They collect, classify, and report project data and may be assigned as a crew leader and/or as specialized equipment operator. This position is distinguished from the Highway Technician Associate level in that these positions do not exclusively perform highway maintenance activities. They differ from the Highway Technician Senior classification in that these positions perform routine tasks associated with materials testing, highway survey and routine field inspections.

Highway Technician Senior

Positions at this level perform highway maintenance activities. This class is distinguished from the Highway Technician in that positions may also be assigned to perform the most complex material testing, sampling, or inspecting. They may provide oversight to specialized highway maintenance, materials, inspection, and survey services by serving as a lead worker to highway workers. During the construction season, they may perform or lead a team that performs routine technical duties such as inspecting and testing construction materials, performing routine survey activities and routine field and lab tests and inspections. Positions may act as a lead person in a garage; may fill in for the Highway Maintenance Supervisor in his/her absence in garages without a Garage Operations Assistant present.

Garage Operations Assistant

At this level, positions are responsible for serving as the direct assistant to a Highway Maintenance Supervisor in larger garages or circles of multiple garages establishing priorities, goals, and objectives for maintenance activities, and scheduling, reporting, and overseeing the work of other employees. Positions are responsible for responding to and scheduling around emergency situations, providing input on the budget, documenting accidents, and preparing narrative and statistical reports detailing work activities. This position is distinguished from the Highway Technician Senior by its responsibility to serve as the principal assistant to a Highway Maintenance Supervisor. Positions at this level have a direct role in planning maintenance activities, handling emergency situations, and establishing work priorities and goals. This position is the primary fill-in person for the Highway Maintenance Supervisor in his/her absence, attending meetings, and handling day-to-day personnel issues.

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