

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ASSISTANT SOILS PARTY CHIEF

DEFINITION

Performs technical work in assisting with the direction of a soils testing party in the field; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists the party chief in planning work schedules, in logging, boring, and sampling results, and in general records maintenance.

Operates power drilling and sampling equipment in procuring various samples.

Makes field identification of soil samples and rock strata.

Locates boring position utilizing engineering survey equipment Assists in the maintenance of drilling, sampling, and engineering survey equipment.

Assists in the training and supervision of new personnel.

Operates or oversees the operation drilling equipment and/or vehicles to obtain requested soil samples so that minimum time is expanded and OSHA safety regulations are observed.

COMPETENCIES REQUIRED

Knowledge of soil sampling techniques.

Knowledge of basic mathematics.

Knowledge of engineering survey techniques.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to occasionally (1-33% of the time) lift/lower, carry and push/pull various amounts of force within the "heavy work" as defined by the US Department of Labor; team lift or mechanical assist recommended for weights over 75 pounds. Related work examples: 60 pound 6 inch diameter hollow stem auger (71 pounds with 11 pound cutter head), and 25 pound soil sample bags, etc.

Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.

Ability to climb, kneel, crouch, crawl, stoop and twist and perform duties using appropriate tools and equipment within safety standards.

Ability to walk over uneven ground.

Ability to properly utilize a variety of soil sampling and drilling equipment.

Ability to drive vehicles in a safe and conscientious manner.

Ability to drive equipment with a manual transmission and clutch.

Ability to read and write English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to accurately perform mathematic calculations.

Ability to operate computers and/or other electronic devices and use programs/applications to conduct Department of Transportation business.

Ability to record project notes accurately.

Ability to read and understand highway design plans.

Ability to properly utilize engineering survey equipment.

Ability to carry out limited supervisory responsibilities on a temporary basis.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

The equivalent of two years of full-time field experience with a soils sampling crew;

OR

three years of post-high school education at an accredited college or university, with major course work in geology or soils science;

OR

any equivalent combination of the above specified education and experience, with thirty semester hours of the specified education equivalent to eight months of the specified experience;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of one year of full-time experience as a Geological Technician or Construction Technician Assistant shall be considered qualified.

NECESSARY SPECIAL REQUIREMENTS

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 Class A Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained in order 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 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.

NOTES

Employees must be able to travel and may be required to stay away from home overnight during assignments.

Effective Date: 11/17 SA