

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

Garage Operations Assistant

Definition

Serves as a lead worker and functions as the principal assistant to the Highway Maintenance Supervisor by organizing, coordinating, and overseeing operations and maintenance work in a specific area of the state that involves assigned lane miles, roadways, and highway maintenance employees; 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Coordinates work with other states, cities, counties, and other maintenance shops regarding snow removal, road closures, and bridgework.

Inspects highways and bridges within assigned work areas to ensure quality and determine maintenance needs of surfaces, shoulders, structures, drainage facilities, signs, traffic markings, and right-of-way areas; prepares plans for maintenance activities within budgetary limitations by establishing priorities, goals, and objectives for each maintenance activity and by ensuring staff time, materials, and necessary equipment are available; assigns employees to maintenance and/or repair activities and reports major deficiencies to a superior or assigns employees to take care of the problem.

Ensures the proper maintenance and operation of assigned equipment by reviewing equipment maintenance records and observing employees in the operation of equipment in order to determine and correct any deficiencies; requisitions and arranges for the storage and use of snow fence, aggregates, bituminous materials, and other materials required for the maintenance and repair of highways and roads within the assigned geographic area; approves all requisitions for supplies and maintains inventory records.

Determines the need for emergency highway maintenance activities by evaluating and determining road conditions during inclement weather conditions through the use of computer applications, such as the Roadway Weather Information System (RWIS), weather reports, personal observations, or reports from law enforcement officials and the general public; directs and coordinates employees in the removal of snow, ice, or hazardous materials from the highway surface through the use of plows, spreaders, maintainers, tractors, etc.

Uses computers to keep track of budget on a monthly basis, to prepare time sheets, expense sheets, crew reports, narrative and statistical reports relating to maintenance and repair activities by recording amount of time required for each activity, number and type of employees utilized for the repair, the amount and type of materials used, and the location and type of roadway repaired; interpret and apply dashboard information.

Answers inquiries, responds to concerns, and provides information to the general public on maintenance responsibilities and duties as they relate to the use and upkeep of state property within and along the highway right of way in the assigned area.

Prepares unit budget recommendation based on historical data, proposed work unit plans and objectives, anticipated maintenance programs, and other considerations as directed.

Investigates personal injury accidents and enters pertinent information in data base for accidents that occur within the highway right of way to determine or establish possible state liability for future tort claim litigation by interviewing eyewitnesses and/or law enforcement officials, inspecting accident scene, documenting damage by taking photographs of the accident scene, and writing a report detailing the findings of the investigation.

Operates various highway maintenance equipment such as, but not limited to, tractors, dozers, loaders, trucks, graders and snow plows performing highway maintenance duties; oversees material usage in the field and ensures crew is addressing the assigned operations properly; maintains records of the quantities of supplies used.

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.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- 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.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

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.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Near Vision – See details at close range (within a few feet of the observer).

Skills:

- 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.
- Coordination – Adjusting actions in relation to others' actions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Operation and Control – Controlling operations of equipment or systems.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Operation Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.

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, and experience equal to four years of full-time work in highway maintenance and equipment operation.
- 2) All of the following (a, b, and c):
 - a. Graduation from high school, GED, or equivalency; and

- b. Two years of full-time work experience in highway maintenance and equipment operation; and
 - c. A total of two years of education and/or full-time experience (as described in part b), where thirty semester hours of accredited college or university course work in construction technology/management or engineering equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes two years of full-time work as a Highway Technician Associate or Equipment Operator Senior.

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.

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