

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

Roadside Development Specialist 3

Definition

Under general supervision, provides professional guidance in the development and execution of roadside development programs and plans; 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.

Reviews roadside development project letting schedules by identifying paving construction completion dates and applying other projected roadside development letting and tentative benchmark construction dates.

Coordinates project field reviews during planning and construction phases and periodically thereafter to ensure conformance to specifications, identify potential or existing erosion problems, inspect work for safety and adherence to design, provide specification interpretation or technical information and recommendations to construction crews or engineers.

Directs the development of design plans, special drawings, sketches, and specifications for roadside development projects by assigning projects and coordinating the work of subordinates and production schedules with other local and state departments.

Reviews right of way plans and parcels in order to obtain information and make recommendations pertaining to the appropriate usage of excess right of way acquisition or additional right of way required adjacent to the highway and methods of land acquisition.

Reviews landscape and erosion control special provisions prepared by subordinates and directs the review of shop drawings in order to ensure adherence to design concept and specifications and appropriate usage of safety, economic, utility, and aesthetic criteria.

Communicates with engineers, inspectors, and others in related departments or state and federal agencies and contractors in order to interpret plans or guidelines, coordinate project schedules, recommend requirements for proposed projects, obtain or provide information, or solve problems through discussion on the phone or in person and through letters, reports, or memos.

Develops and conducts roadside development seminars in order to promote increased knowledge of landscaping, erosion control, planting, and plant maintenance procedures among state and federal agencies, civic organizations, and other public groups.

Competencies Required

Knowledge:

- Engineering and Technology – The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Design – Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Biology – Plant and animal organisms, tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- 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.
- 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.
- 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:

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Visualization – Imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Written Comprehension – Read and understand information and ideas presented in writing.
- 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.
- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.

Skills:

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 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.
- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.
- Instructing – Teaching others how to do something.
- Speaking – Talking to others to convey information effectively.

- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

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

- 1) All of the following: (a, b, and c):
 - a. Graduation from an accredited four-year college or university with a degree in agronomy, landscape architecture, engineering, horticulture, or forestry; and
 - b. Three years of full-time work experience in professional roadside development, site plan development, pollution prevention plan development, or watershed management; and
 - c. A total of two years of education and/or full-time experience in agronomy, landscape architecture, engineering, horticulture, or forestry, where thirty semester hours of accredited college or university course work equals one year of full-time experience.
- 2) Current, continuous experience in the state executive branch that includes three years of full-time work as a Roadside Development Specialist 2.

Effective date: 09/18 KF