



Title: Transportation Technician II

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to perform journey level work in the maintenance and repair of City streets. This is accomplished by performing skilled maintenance, plan and specification review, entry level inspections and monitoring inventory. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Conducts routine and periodic inspections of storm water systems; utilizes a variety of equipment to clean lines and clear blockages.
2	M	Conducts inspections on new construction as required by the Arizona Department of Environmental Quality (ADEQ); collects data, evaluates and inventories street conditions, street signs, pavement markings, and storm water systems; communicates with contractors regarding areas that need correction in order to achieve full compliance and acceptance for maintenance by the City.
3	M	Participates in the inspection of contract work, coordinates work with contractors, and the public or other City departments during the construction phase of the projects.
4	M	Creates traffic signs that adhere to Standard Highways Manual and the Manual on Uniform Traffic Control Devices regulations. Conducts inventory collections and documentation on City streets, signs and markings.
5	M	Maintains specialty and heavy equipment and provides instruction and assistance on safe operation for crew members.
6	L	Assists management with writing or modifying bid proposals, cost estimation for completion of projects or programs, report preparation, and public education as required.
7	L	Performs data entry and inputs information regarding electronic inventory, data and service records.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school graduation or equivalency.
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of explaining routine and non-routine business matters including how information was collected or processed or to correct a breakdown in the flow of information. Contacts are frequently with other departments. Work involves infrequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an infrequent requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have a moderate impact on resources within a department. Errors may have an impact on other departments and external relationships.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation for safe operation of facility, safety and development of safe work procedures.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class "A" Commercial Drivers License with Tanker and HazMAT endorsement within 6 months of hire.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “M”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, in field
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files, equipment
Carrying	O	Supplies, files, equipment
Sitting	O	Desk work, meetings, driving
Reaching	F	For supplies, for files
Handling	O	Paperwork, tools/equipment
Pushing/Pulling	R	File drawers, equipment/tools, tables and chairs
Climbing	R	Stairs, step stools, ladders, onto equipment
Vision	C	Reading, computer screen, driving, observing work site
Foot Controls	O	Driving
Balancing	O	On step stools
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Hearing	C	Communicating via telephone/radio, to co-workers/public, listening to equipment
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	Under equipment
Twisting	O	From computer to telephone, getting into vehicle
Talking	O	Communicating via telephone/radio, to co-workers/public
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Microsoft Office, HANSEN, GEO results, variety of vehicle/construction operated equipment, variety of hand tools, small power tools

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards			F			Extreme temperature			S	
Chemical Hazards			O			Wetness and/or humidity			S	
Electrical Hazards			O			Respiratory hazards			W	
Fire Hazards			R			Noise and vibration			D	
Explosives			R			Physical hazards			D	
Communicable Diseases			R							
Physical Danger or Abuse			R							
Other:										

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, hard hat, safety vest, safety footwear, gloves, and protective hearing equipment.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			R
Frequent Change of Tasks			R
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			O
Tedious or Exacting Work			O
Noisy/Distracting Environment			F
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			