



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--------------------------------------|--------------|--------------|--------------|
| TRANSPORTATION TECHNICIAN IV | 31 | C | 7.714 |
| TRANSPORTATION TECHNICIAN III | 29 | C | 7.713 |
| TRANSPORTATION TECHNICIAN II | 27 | C | 7.715 |
| TRANSPORTATION TECHNICIAN I | 25 | C | 7.716 |

SERIES CONCEPT

Transportation Technicians perform a variety of technical duties related to traffic and roadway characteristics on State highways; install traffic monitoring devices; perform minor repairs on traffic control and monitoring equipment, and compile and maintain detailed records and information.

Compile and distribute reports including charts, tables, maps and summaries to management, federal and county authorities, Nevada Highway Patrol and the general public.

Collect data regarding roadways, roadway usage, traffic patterns, and motorist activities by installing and monitoring recording equipment and/or inventorying, measuring and photographing the physical existence/condition of the roadway, guardrails, highway/railroad grade crossing, fencing, and signs.

Transfer or input data into computer database for inclusion in required reports or for analysis by professional staff.

Perform maintenance and minor repairs on traffic data recording equipment, road video equipment and power tools to ensure safe and effective operation.

Utilize specialized traffic data equipment for conducting traffic studies and roadway characteristics.

Perform related duties as assigned.

CLASS CONCEPTS

Transportation Technician IV: Under general supervision, incumbents perform the full range of duties in the series concept and, in addition, supervise at least four subordinate Transportation Technician III's and/or II's to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, disciplinary actions and training. Incumbents coordinate, communicate and provide technical assistance as required to State, county/city agencies, consultants and private contract personnel; review construction plan sheets; visit site locations; and make alternate site recommendations to ensure correct physical locations of traffic data collection sensors. They also conduct passing sight distance studies; compile all traffic and GPS data for assigned region; and prepare reports as mandated.

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CLASS CONCEPTS (cont'd)

Transportation Technician III: Under general supervision, incumbents perform the duties described in the series concept. Incumbents perform the higher level and more complex duties such as operating equipment associated with highway data collection including specialty areas such as video and lidar collection, complex Automatic Vehicle Classification (AVC) data collection, and minor electrical repair on continuous traffic data collection devices; observing and verifying the proficiency of written procedures and/or serve as leadworkers for lower level technicians.

Transportation Technician II: Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level.

Transportation Technician I: Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the journey level upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

TRANSPORTATION TECHNICIAN IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and four years of progressively responsible technical experience in collecting and recording data related to traffic and/or roadways; **OR** one year of experience as a Transportation Technician III; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: traffic control methods and procedures. **General knowledge of:** supervisory practices and procedures, and organizing and delegating work assignments for staff. **Skill in:** operating equipment associated with highway data collection including specialty areas such as video and lidar collection, complex Automatic Vehicle Classification (AVC) data collection, and minor electrical repair on continuous traffic data collection devices. **Ability to:** communicate effectively both verbally and in writing, and to instruct and train others in the proper procedures for assigned area; review and comprehend construction plan sheets; generate reports; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: proper data collection techniques for various traffic-related studies. **Ability to:** facilitate and coordinate communications between consultants, contractors, management and other parties in

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION TECHNICIAN IV (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

the contract process; serve as a technical expert and provide testimony in court related to division activities; negotiate and apply reason to resolve employee relations issues.

TRANSPORTATION TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical experience in collecting and recording data related to traffic and/or roadways; **OR** one year of experience as a Transportation Technician II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: traffic control methods in order to properly sign traffic control areas; basic methods for data collection; policies and procedures related to assigned areas of responsibilities; computer hardware and software used in the course of work including traffic monitoring devices. **Ability to:** create and manage complex databases using spreadsheets to analyze raw data and generate tables, charts and graphs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Technician IV.)

TRANSPORTATION TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of technical experience in collecting and recording data related to traffic and/or roadways; **OR** one year of experience as a Transportation Technician I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: compose summary reports; enter data and produce technical reports using a personal computer and appropriate word processing, spreadsheet and/or database management software. **Skill in:** mathematical computations required to tabulate numeric data; operating power tools sufficient to install recording equipment in roadways; operating recording equipment; compiling, organizing and formatting data to produce effective charts, graphs and other visual displays; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Technician III.)

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of general labor or semi-skilled experience which included the operation of tools and equipment and/or responsibility for a delivery route requiring the operation of a vehicle and determining locations of delivery sites. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: hand and power tools **Ability to:** utilize maps or GPS equipment to locate sections of roadways; read, understand and follow oral and written instructions including instructions for vehicle operation, vehicle maintenance, and work procedures; basic math sufficient to add, subtract, divide and multiply; communicate effectively both orally and in writing; work cooperatively with co-workers and others; operate a personal computer to enter and retrieve data; operate a vehicle; work under adverse conditions such as extreme heat or extreme cold, in or near the path of moving vehicles, or on difficult or steep terrain.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Technician II).

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

| | <u>7.714</u> | <u>7.713</u> | <u>7.715</u> | <u>7.716</u> |
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| ESTABLISHED: | 4/4/12R 3/20/13UC | 4/04/75 | 4/04/75 | 4/04/75 |
| REVISED: | | 7/01/93P | 7/01/93P | 7/01/93P |
| | | 9/24/92PC | 9/24/92PC | 9/24/92PC |
| REVISED: | | 3/25/05PC | 3/25/05PC | 3/25/05PC |
| REVISED: | | 3/20/13UC | 3/20/13UC | 3/20/13UC |
| REVISED: | 5/22/15UC | 5/22/15UC | 5/22/15UC | 5/22/15UC |