



Highway Technician Program Guidelines

June 2010



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Highway Technician Program Informational and Procedural Guidelines

Program and Committee Definitions

Highway Technician (HT): Employee classified as a Highway Technician 1, Highway Technician 2, or Highway Technician 3 and working in Technical Services, Construction or Highway Maintenance

Highway Technician Program: Program providing training and career progression for Highway Technicians

Highway Technician Academy: Training curriculum designed for the HT Program

Highway Technician Academy Program Director: Individual responsible for the HT Academy curriculum and training procedural guidance

Highway Technician Oversight Committee (HTOC): Committee established to oversee the Highway Technician Program. The following INDOT employees serve on the HTOC:

- Deputy Commissioner of Operations, chairperson
- State Construction Director
- State Maintenance Director
- INDOT Human Resources Director
- INDOT Employee Development Director
- Up to three district representatives as appointed by the Deputy Commissioner of Operations

Highway Technician Curriculum Committee: Committee established to provide guidance to the HT Academy and approve the course curriculum. Makes recommendations for HT Program and guideline changes to HTOC. The following INDOT employees serve on the HT Academy Curriculum Committee:

- INDOT Employee Development Director, chairperson
- HT Academy Program Director
- A representative from each district (6 individuals)
- INDOT subject matter experts representing Construction, Highway Maintenance, Testing and Traffic.

District Review Board: Group established to address unique situations or hiring exceptions in each district. Makes recommendations for HT Program and guideline changes to HTOC. The following district employees are recommended members, at a minimum, but districts have flexibility to appoint participants as needed:

- Deputy Commissioner
- Human Resources Manager
- Construction Director
- Highway Maintenance Director

Shared Workforce employee: Employee performing duties as needed by the district in addition to the Highway Maintenance or Traffic specialty. These duties will generally require additional work experience and/or training identified by the district.

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Program Overview

The Highway Technician Program is designed to develop Highway Technicians into fully-trained and fully-qualified employees in one of four specialty areas as required for their job: Construction, Testing, Traffic, and Highway Maintenance.

Objective

To provide Highway Technicians with the necessary training required to perform job duties based on specialty and district need while providing career advancement opportunities.

Essential job function

Obtaining a CDL and participating in winter operations are essential job functions of all Highway Technicians. Individuals who are unable to obtain a CDL for any reason (including medical) will not be hired into the HT Program. Technicians who have obtained a CDL, but who lose it for any reason will be subject to INDOT's Possession of a Commercial Driver's License Policy (found in Appendix B).

Curriculum

Each specialty area has a unique curriculum designed around the body of knowledge necessary to become a fully qualified Highway Technician. The curriculum may be found in Appendix C.

Classification and compensation structure

The Highway Technician Program consists of three classifications: Highway Technician 3, Highway Technician 2, and Highway Technician 1. The chart below outlines compensation for the Highway Technician program. This compensation is in addition to any applicable pay-for-performance or general salary adjustment.

Job Classification /Code	Job Title	Compensation
Highway Technician 3/ 4MB3	<ul style="list-style-type: none"> • Highway Maintenance & Traffic Technicians • New Hires 	<ul style="list-style-type: none"> • Salary Range: \$21,944 – 33,254
Highway Technician 2/ 4MB2	<ul style="list-style-type: none"> • Shared Workforce • Entry level Construction Inspectors & Testing Technicians • Heavy Equipment Operator • Bridge Maintenance Coordinator • Herbicide Coordinator 	<ul style="list-style-type: none"> • Salary Range: \$24,050 – 38,038 • Promotion increase up to 9%
Highway Technician 1/ 4MB1	<ul style="list-style-type: none"> • Crew Leaders • Fully qualified Construction Inspectors & Testing Technicians 	<ul style="list-style-type: none"> • Salary Range: \$27,872 – 42,744 • Promotion increase up to 15%

Advancement

Promotion from Highway Technician 3 to Highway Technician 2 can occur after application, interview and selection for entry level Construction or Testing openings, for openings for Heavy Equipment Operators, Bridge Maintenance Coordinators or Herbicide Coordinators, or for an opening for a Shared Workforce position. Candidates selected for these openings will be eligible for a salary increase up to 9%.

Promotion from either a Highway Technician 3 or a Highway Technician 2 to a Highway Technician 1 can occur after application, interview and selection for a Crew Leader position. Candidates selected for these openings will be eligible for a salary increase up to 9% (if from the HT2 level) or up to 15% (if from the HT3 level).

Promotion from a Highway Technician 2 in Construction or Testing to a Highway Technician 1 can occur by fulfilling the requirements of the Construction or Testing specialty. Highway Technician 2s specializing in Construction or Testing will be eligible for promotion to Highway Technician 1 after completion of the specialty curriculum and serving three years as a Highway Technician 2. At that time, Construction or Testing Technicians will be eligible for a salary increase up to 9%. Eligibility for this automatic increase will be evaluated and implemented one time per calendar year.

Advancement Probationary Period

Employees promoted to a higher level HT classification will be subject to a six-month probationary period. At anytime during the first six months, an interim appraisal shall be conducted to determine if the employee has successfully met expectations. If employees do not meet expectations, they will be returned to their previous classification and salary.

For additional information, see Appendix A for HT job descriptions and Appendix D for Frequently Asked Questions.

General and Human Resources Procedural Guidance

- HT training is required by all Highway Technicians in order to become fully qualified to perform their job functions (no one may opt out).
- This program is performance based, meaning supervisors will indicate on the employee's development plan the required training module(s) and a timeframe for completion. Districts have full flexibility to schedule training based upon need and operational requirements.
- Each district should form a review board to address unique situations. Minimum recommended composition of this board is District Deputy Commissioner, Human Resources Manager, Highway Maintenance Director, and Construction Director. The district has full flexibility to identify board members.
- Vacancies for Highway Technician positions other than HT3 are to be filled from the applicant pool of current Highway Technicians. Any exceptions must be approved by the District Deputy Commissioner.
- The Highway Technician is required to obtain the Commercial Driver's License during the first 90 days of employment (see Appendix B for INDOT's Possession of a Commercial Driver's License Policy).
- Promotions, demotions, and lateral transfers will follow state policy.
- Issues with performance or behavior will follow INDOT Human Resources practice and state policy.
- Promotions from Highway Technician 2 to Highway Technician 1 for Construction or Testing Technicians will be processed by district Human Resources annually as of July 1. Promotion is available to those who have completed either the Construction or Testing specialty curriculum and three years work experience as an HT2.
Examples:
 1. *Brenda worked as an HT2 in the Shared Workforce for 14 months. At that time she applied to and was selected for a lateral transfer as an entry level Construction Inspector. Brenda must complete the Construction curriculum and 22 additional months as an HT2 to be eligible for promotion to an HT1. She will be promoted the July following completion of the additional 22 months work and the full curriculum.*
 2. *Rafael was promoted from an HT3 to an HT2 entry level Testing on August 19th, 2009. Rafael will need to complete the Testing curriculum and three years work experience as an HT2 to be eligible for promotion to HT1. The earliest he may promote would be July 2013.*
- Promotion of Construction or Testing HT2s to Highway Technician 1 will be effective the first pay period on or following July 1st annually.
- FML and Military leave will count as time worked.

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Training Procedural Guidance

- *Strategy*: Module-based classroom instruction designed to teach HTs the “What?” and “Why?” of the most critical elements of their specialty. “How?” or on-the-job training will generally occur outside the classroom and will reinforce classroom training.
 - Module definition
 - An educational unit within a specific body of knowledge. The module can cover a single subject or related subjects from the body of knowledge. These subjects are referred to as units. Units can be delivered separately or together based on operational need.
 - Module design
 - Traffic & Highway Maintenance modules are designed to create an active learning environment.
 - Student-centered learning objectives
 - Evaluation method – instructor guided knowledge checks within the module (no examinations)
 - Construction & Testing modules are designed to be more structured and technical.
 - Student-centered learning objectives
 - Evaluation method – formal written module evaluations
 - Minimum passing score of 70%
 - Instructor-led review of exam questions

Curriculum Management

- *Responsibilities*
 - HT Academy Program Director – responsible for ensuring all curriculum materials used within the program are consistent throughout INDOT
 - District Human Resources – responsible for ensuring curriculum materials delivered within district classrooms are current and complete
 - Subject Matter Expert Teams – responsible for reviewing curriculum materials for relevancy and accuracy
- *Maintenance & Storage*
 - The master curriculum library will be maintained at Central Office, Employee Development
 - The Master Curriculum Library will consist of:
 - Module overviews
 - Manuals (modules without student manuals will be identified on the module index)
 - Slides or handouts
 - Instructor notes
 - Curriculum index
 - The Master Exam Library will consist of:
 - Module exams
 - Module exam keys
 - Current exam index
 - Local HT curriculum libraries will be maintained by district Human Resources
 - District Human Resources will be notified of any revisions or corrections made to the master curriculum library via email from the HT Program Director or designee
 - HT curriculum will not be modified without the approval of the HT Program Director or designee

- All requests for corrections or revisions will be forwarded to the HT Program Director for review/approval by the appropriate subject matter expert team.
 - District Human Resources Responsibilities:
 - Upon request from the HT Program Director or designee, conduct a curriculum inventory using the current curriculum and exam index provided by the HT Program Director (match curriculum and exam dates with the dates on the index).
 - Post revisions/corrections to any printed material used in the classroom.
 - Notify trainers of any changes prior to the scheduled delivery of a training module.

HT Academy Examinations

- *Strategy*
 - Traffic & Highway Maintenance Modules
 - No end of module exam.
 - Student assessments will be accomplished by using knowledge checks at the conclusion of each training unit within the module.
 - Question and response slides will be incorporated into the module slides at the appropriate locations
 - The knowledge check will be a group activity and facilitated by the classroom instructor
 - Instructors should be prepared to explain the rationale for each correct answer during the knowledge check
 - Construction & Testing Modules
 - End of module written exam.
 - Minimum passing score of 70%.
 - See Exam Administration section for further guidance.
- *HT Academy Program Director Responsibilities*
 - Creation and administration of examination guidelines
 - Ensure all exams are current and notify the districts of any changes
 - Final approval authority for requests concerning the administration, reproduction or scoring of HT exams
 - Review/research challenges to exam questions
- *District Human Resources Responsibilities*
 - Ensure all exams are current prior to administration
 - Ensure exam facilities are appropriate for exam administration
 - Large enough to allow separation between technicians taking exams.
 - Outside distractions are limited to the greatest extent possible.
 - Safeguard all exams and answer keys
 - Exams and answer keys will be stored in a locked cabinet.
 - Exam copies will be limited to the number required for administration of the exam.
 - Copies of completed or blank exams will not be made or given to any INDOT employee.
 - Record module completion
 - Perform a test analysis on every exam administered (high miss questions, etc.) and forward results to the HT Academy Program Director
 - Forward exam question challenges to HT Program Director for review
- *Exam Administrator responsibilities*
 - Safeguard exams and answer keys in their possession

- Ensure adequate spacing exists between technicians taking the exam
- Read exam instructions to technicians prior to the exam
- **Do not leave technicians unattended at anytime during the exam**
- **Turn off all cell phones prior to start of exam**
- Write the posted “Start,” “Stop” and “Return” time on the board or flip chart
- Score technician exams using answer key
- Conduct an extensive review session by reading each exam question, its correct response, and the rationale for the correct response
- Direct technicians wanting to challenge an exam question to district Human Resources
- Forward all graded exams and any extra copies to district Human Resources
- *Exam Administration* – District Human Resources or designee will provide the exam administrator (instructor, or authorized exam monitor) with the exam answer key and required number of exams.
 - *Exam Instructions* – Instructions will be provided to the technicians prior to the exam’s start time and will include the following:
 - Exam time length – Length will be determined by the following factors and identified in the exam instructions:
 - Total number of questions
 - Complexity of questions
 - Exam Materials – Authorized materials will be identified in the exam instructions (calculators, notes, manuals, or other references as identified).
 - Cell phones will be turned off during the exam.
 - Exam Scoring – Scoring will occur after completion of the exam session and will be accomplished by the exam administrator or designee. Students will be told to return to the classroom at a set time for the exam review (typically 45 minutes after the exam ends).
 - *Exam Review* – An extensive review of the exam will occur after all exams have been scored and prior to the conclusion of the course. During the review, technicians will be given their scored exam but will not be allowed to take notes on questions missed. The purpose of the review is to identify the correct answers and rationale for their selection. Exam administrators must be familiar enough with exam material to conduct a thorough review and discussion of each question.
 - *Challenges to exam questions* – Challenges that can not be resolved during the exam review session will be passed to District Human Resources to forward to the HT Academy Program Director for review by the SME team responsible for the material. The technician challenging the question will need to identify the question being challenged and the rationale for why the correct answer is wrong or why the question is misleading. Once a decision has been rendered, the district will be notified of any pending action.
 - *Successful completion of the exam* – The required minimum score will be 70% and will be identified during the exam instructions.
 - *Exam Remediation* – Remediation within the HT Academy will be defined as helping the technician through areas of misunderstanding by providing positive reinforcement of the correct application of module objectives. This will occur during the comprehensive exam review, whereby all technicians will benefit from additional learning opportunities provided by reviewing the correct exam responses and the rationale for those responses.
 - *Minimum passing requirements* – Will be determined by the specialty area of the technician. Technicians assigned to Traffic or Highway Maintenance not meeting the minimum passing requirement will be remediated during the review session. The

instructor will then be responsible for determining whether the learning objectives for the module have been met. Technicians assigned to Construction or Testing failing to meet the minimum passing requirement will be remediated during the review session and allowed to retest as early as 24 hrs from their first failed attempt. Technicians failing the alternate version of the exam will be required to repeat the module.

- *Exam Analysis* – District Human Resources will be required to complete/forward an exam question analysis to the HT Academy Program Director at the conclusion of each course.

Appendix A: Highway Technician Job Descriptions

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JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Department of Transportation		BU: 00800
Division: Highway Maintenance	Section/District:	
Job Title: Highway Technician 3		Job Code: 4MB3
Working Title (if different from above):		
Reports To:		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date : 4/23/10	

Purpose of Position/Summary:

This position is responsible for performing general highway maintenance duties that keep INDOT assets in good working condition to ensure customer satisfaction. Highway Technicians perform snow and ice removal and related maintenance duties by operation of snow plow and other winter operations duties as required. Traffic maintenance duties such as repairing and installing traffic signs and pavement markings are also required job duties for this position. A CDL is required for this position.

Essential Duties/Responsibilities :

- Complies with INDOT Safety Policies and Procedures;
- Operates basic highway maintenance and traffic equipment to maintain, repair and clean highways and right-of-ways;
- Moves and loads supplies and materials;
- Winter operations duties including snow and ice removal;
- Maintains, repairs, and installs traffic signs, route markers, and pavement markings;
- Performs emergency response activities such as: clean-up, traffic control, lane closures, placement of signs, and erecting barricades;
- Performs equipment maintenance such as: minor repairs, preventative maintenance, refueling, and pre-trip inspections;
- Performs miscellaneous labor tasks;
- Performs job documentation tasks such as entry into the Work Management System (WMS);
- Provide assistance to public by responding to general inquiries, explaining delays, etc...;
- May perform basic construction inspection duties, as needed;
- Performs related job duties as assigned.

Job Requirements:

- High school graduate or equivalent;
- Must possess a valid drivers license;
- Must have valid commercial driver's license (CDL) or ability to obtain within 90 days;
- Required to submit to and pass a drug test as a condition of employment;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write, and communicate clearly;
- Ability to operate specialty traffic equipment (e.g. bucket trucks, paint equipment, etc...);
- Ability to follow directions and work as part of a team.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of highway maintenance policies, procedures, and practices. Employee must have understanding and ability to apply procedures and guidelines in order to perform job duties, assure correct job documentation, and ensure expectations are met.

Responsibility:

Established guidelines, practices, and procedures are available, if needed, in order to carry out a wide variety of duties in accordance with general work instruction. Employee is responsible for completion of work and accuracy of records, forms, reports, and technical information disseminated; therefore, errors in work or faulty judgment can cause substantial embarrassment and delays. Questions that may arise are discussed with supervisor; otherwise work is reviewed in terms of overall efficiency and smoothness of operations.

Personal Work Relationships:

Contacts are with the Sub-District personnel for completion of maintenance functions.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather, ongoing traffic, and rotating work shifts. May be on call 24 hours a day 7 days a week. May be exposed to unpleasant surroundings including; dead animals, ditches with sewage, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Department of Transportation		BU: 00800
Division: Construction	Section/District:	
Job Title: Highway Technician 1		Job Code: 4MB1
Working Title (if different from above): Construction		
Reports To:		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 4/23/10

Purpose of Position/Summary:

This position is responsible for performing construction inspection, which includes assisting the project supervisor/engineer to determine and delegate work assignments. Observes, checks and performs construction activities interpreting road or bridge plans, may direct survey crews; prepare progress reports, providing communications with contractors to ensure procedures comply with INDOT standards and specifications. May perform as an assistant project supervisor/engineer or supervise a small project. A CDL is required for this position.

Essential Duties/Responsibilities:

- Complies with INDOT Safety Policies and Procedures;
- Performs work assigned by project supervisor/engineer ensuring that the required tests, measurements, and inspections are completed and recorded in a timely manner;
- Ensures required inspections are completed in a timely manner and problems are reported;
- Ensures work conforms with appropriate plans, specifications, procedures, and policies;
- Provides feedback to project supervisor/engineer for performance management purposes;
- Communicates employee issues to project supervisor/engineer providing documentation as necessary;
- Performs job documentation tasks such as site manager;
- Provides assistance to public by responding to general inquiries, explaining delays, etc...;
- Performs related job duties as assigned
- Participates in winter snow and ice removal operations
- Performs emergency response activities such as: clean-up, traffic control, lane closures, placement of signs, and erecting barricades;
- Performs related job duties as assigned.

Job Requirements:

- High school graduate or equivalent;
- Must possess a valid drivers license;
- Must have valid commercial driver's license (CDL) or ability to obtain within 90 days;
- Required to submit to and pass a drug test as a condition of employment;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Ability to perform basic math calculations;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write, and communicate clearly;
- Ability to follow directions and work as part of a team;

- Knowledge of federal, state, and local highway guidelines, laws and regulations for purposes of Construction inspection;
- Knowledge of drafting, and surveying techniques;
- Must have completed Modules 1, 2 and 3 of the Highway Technician Program or equivalent.
- Experience as Highway Technician 2 for 3 years;
- Must be able to adequately perform computer skills.

Supervisory Responsibilities/Direct Reports:

Construction Highway Technician-1 is responsible for coordinating work as a senior inspector of other Highway Technicians. Provides employee performance feedback to project engineer/supervisor

Difficulty of Work:

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of highway construction, plan reading, procedures, and practices. Employee works within established guidelines. Employee exercises judgment and decision making when on worksite. Work is carried out under the specifications and guidelines based on established policies and procedures

Responsibility:

Employee is responsible for completing tests and inspections. Employee is responsible for following established procedures and practices. Employee is responsible for accurately completing all job assignments, records, forms, and reports. Errors in work, faulty judgment and the dissemination of technical information can cause substantial embarrassment and delays. Employee is responsible for coordinating work assignments with the project engineer/supervisor.

Personal Work Relationships:

Employee must maintain a personal working relationship with construction personnel, contactors, the public and various INDOT departments to ensure compliance with all Standard Specification, effective communications and consistent monitoring techniques.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather, ongoing traffic, and rotating work shifts. May be on call 24 hours a day 7 days a week. May be exposed to unpleasant surroundings including; dead animals, ditches with sewage, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: Indiana Department of Transportation	BU: 00800
Division: Highway Maintenance	Section/District:
Job Title: Highway Technician 1	Job Code: 4MB1
Working Title (if different from above): Crew Leader	
Reports To:	
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date : 1/1/09

Purpose of Position/Summary:

This position is responsible for the coordination of work crews performing general highway maintenance duties that keep INDOT assets in good working condition to ensure customer satisfaction. The crew leader provides direction to staff for standard day to day operations and coordinates with Unit Foreman. Crew leaders are also responsible to perform snow and ice removal and related maintenance duties by operation of snow plow and other winter operations duties as required. Traffic maintenance duties such as repairing and installing traffic signs and pavement markings are also required job duties for this position. A CDL is required for this position.

Essential Duties/Responsibilities :

- Complies with INDOT Safety Policy and Procedures ;
- Coordinates work assigned by unit foreman ensuring that the needed materials and equipment are available;
- Ensures staff are completing work assignments as directed and reports problems to unit foreman;
- Ensures work conforms with appropriate procedures and policies;
- Provides feedback to unit foreman for performance management purposes;
- Communicates employee issues to unit foreman providing documentation as necessary;
- Operates basic highway maintenance and traffic equipment to maintain, repair and clean highways and right-of-ways;
- Moves and loads supplies and materials;
- Winter operations duties including snow and ice removal;
- Maintains, repairs, and installs traffic signs, route markers, and pavement markings;
- Performs emergency response activities such as: clean-up, traffic control, lane closures, placement of signs, and erecting barricades;
- Performs equipment maintenance such as: minor repairs, preventative maintenance, refueling, and pre-trip inspections;
- Performs miscellaneous labor tasks;
- Performs job documentation tasks such as entry into the Work Management System (WMS);
- Provide assistance to public by responding to general inquiries, explaining delays, etc...;
- Performs related job duties as assigned.

Job Requirements:

- High school graduate or equivalent;
- Must possess a valid drivers license;
- Must have valid commercial driver's license (CDL) or ability to obtain within 90 days;
- Required to submit to and pass a drug test as a condition of employment;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write, and communicate clearly;
- Ability to follow directions and work as part of a team;

- Knowledge of highway principles, practices, methods and techniques relative to maintenance and repair of highway;
- Experience as a Highway Technician 2 or Highway Technician 3;
- Ability to apply highway principles and procedures as needed;
- Ability to independently lead and coordinate the work of a crew in the field.

Supervisory Responsibilities/Direct Reports:

Crew leader is responsible for coordination of work activities for a work crew of Highway Technicians. Must provide employee performance feedback to unit foreman.

Difficulty of Work:

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of highway maintenance policies, procedures, and practices. Employee works within established guidelines. Employee exercises judgment and decision making when on worksite with responsibility of crew. Work is carried out under the specifications and guidelines based on established policies and procedures

Responsibility:

Employee is responsible for coordination of a group of employees assigned to complete a job. Employee follows established procedures and practices. Employee is responsible for completion of job assignment and accuracy of records, forms, reports, and technical information disseminated; therefore, errors in work or faulty judgment can cause substantial embarrassment and delays. Guidance is received from the Unit Foreman in determining work assignments.

Personal Work Relationships:

Contacts are with the Sub-District personnel for completion of maintenance functions.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather, ongoing traffic, and rotating work shifts. May be on call 24 hours a day 7 days a week. May be exposed to unpleasant surroundings including; dead animals, ditches with sewage, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: Indiana Department of Transportation	BU: 00800
Division: Technical Services	Section/District: Testing
Job Title: Highway Technician 1	Job Code: 4MB1
Working Title (if different from above):	
Reports To:	
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date : 1/1/09

Purpose of Position/Summary:

Incumbent serves as a Highway Technician at an INDOT testing laboratory and runs various test methods on materials incorporated into INDOT construction or maintenance contracts. Incumbent will also visit material producer's plants, construction job-sites or INDOT facilities to collect material samples for testing. Performs maintenance activities, including snow and ice removal, as required. Incumbent reports and is directly responsible to the Testing Area Lab Materials Manager or Maintenance Supervisor.

Essential Duties/Responsibilities :

- Complies with INDOT Safety Policy and Procedures;
- Samples and tests construction materials according to quality procedures and specification requirements;
- Operate and maintain material testing equipment;
- Analyze data and prepare concise and informative reports from data;
- Communicate and coordinate with contractors and representatives of material suppliers;
- Legibly record test results and complete testing records including the use of INDOT computer system and software;
- Calculates, records, checks data and reports test results using INDOT computer software on a daily basis;
- Conducts audits of Certified Hot Mix Asphalt Producers and Certified Aggregate Producers as directed;
- Reports to Testing Materials Manager or Maintenance Supervisor who defines the scope of work and indicates the overall duties and assignments;
- Winter operations duties including snow and ice removal;
- Performs related job duties as assigned.

Job Requirements:

- High school graduate or equivalent;
- Must possess a valid drivers license;
- Must have valid commercial driver's license (CDL) or ability to obtain within 90 days;
- Required to submit to and pass a drug test as a condition of employment;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write, and communicate clearly;
- Ability to follow directions and work as part of a team;
- The ability to read, interpret and follow technical documents such as AASHTO standards, ASTM standards and Indiana Test Methods (ITM);
- Basic knowledge of and the ability to operate and maintain material testing equipment.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Work performed requires a moderate amount of interpretation of technical data and industry standards to fit a variety of situations.

Responsibility:

Employee follows established procedures and practices. Employee is responsible for completion of job assignments and accuracy of records, forms, reports, and technical information disseminated. Employee must communicate tactfully and effectively with contractors and representatives of material suppliers.

Personal Work Relationships:

Employee coordinates with all levels of other INDOT employees in the Testing and Construction departments and must work professionally with contractors and material suppliers.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Employee may perform field inspections and calibrations checks at producers' plants. While assigned to the Maintenance department work is performed outside and employee will be exposed to inclement weather, traffic, and rotating work shifts. Employee will also likely be exposed to unpleasant surroundings including; dead animals, ditches with sewage, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs. Employee will be on call 24 hours a day 7 days a week for snow removal.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		BU: 00800
Agency: Indiana Department of Transportation		
Division: Highway Maintenance	Section/District:	
Job Title: Highway Technician 2	Job Code: 4MD2	
Working Title (if different from above): Bridge Maintenance Coordinator		
Reports To:		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date : 1/1/09	

Purpose of Position/Summary:

This position is responsible for the coordination of work crews performing routine and emergency bridge and large culvert repair and inspection duties that keep INDOT assets in good working condition to ensure both customer satisfaction and highway safety. The Bridge Maintenance Coordinator provides direction to staff for standard day to day and emergency bridge repair operations and coordinates activities with Unit Foreman and Unit Crew Leaders. Coordinators are also responsible to perform snow and ice removal and related maintenance duties by operation of snow plow and other winter operations duties as required. Bridge Maintenance Coordinators are also required to assist with special highway related repair projects as needed. A CDL is required for this position.

Essential Duties/Responsibilities :

- Complies with INDOT Safety Policies and Procedures;
- Coordinates work assigned by Bridge Maintenance Supervisor and provides Unit crews with technical expertise and oversight as well as providing specialized equipment required for bridge and large culvert repairs;
- Required to complete work assignments as directed and report problems to Bridge Maintenance Supervisor;
- Ensures work conforms with appropriate INDOT standards and specifications, procedures and policies;
- Assist Unit Foremen and Crew Leaders as needed to ensure a safe working environment exists for both themselves and their crew;
- Receive, investigate, and reply to complaints related to bridges and large culverts and coordinate with supervisor and unit personnel to ensure follow up action is taken;
- Operates both basic highway maintenance equipment and specialized bridge repair and inspection equipment utilized in the maintenance, repair, and inspection of bridge structures;
- Winter operations duties including snow and ice removal;
- Assist District Bridge Inspectors with non-routine bridge inspections;
- Performs emergency response activities such as: emergency bridge repair and inspection and coordination of traffic control;
- Performs equipment maintenance such as: minor repairs, preventative maintenance, refueling, and pre-trip inspections;
- Performs miscellaneous labor tasks;
- Performs job documentation tasks such as entry into the Work Management System (WMS);
- Performs related job duties as assigned.

Job Requirements:

- High school graduate or equivalent;
- Must possess a valid drivers license;
- Must have valid commercial driver's license (CDL) or ability to obtain within 90 days;
- Required to submit to and pass a drug test as a condition of employment;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Must be able to endure exposure to inclement weather;

- Must have ability to read, write, and communicate clearly;
- Ability to follow directions and work as part of a team.
- Knowledge of highway and bridge maintenance principles, practices, methods and techniques relative to maintenance and repair of highway bridges and large culverts.
- Ability to apply highway principles and procedures as needed;
- Must have ability to perform basic calculations.

Supervisory Responsibilities/Direct Reports:

Bridge Maintenance Coordinator is responsible for coordination and accomplishments of work activities for a work crew of Highway Technicians. .

Difficulty of Work:

Normally, work performed is routine, but varied by circumstance. Work requires specialized knowledge of highway maintenance policies, procedures, and practices. Employee works within established guidelines. Employee exercises judgment and decision making when on worksite with responsibility of crew. Work is carried out under the specifications and guidelines based on established policies and procedures

Responsibility:

Employee is responsible for coordination of a group of employees assigned to complete a job. Employee follows established procedures and practices. Employee is responsible for completion of job assignment and accuracy of records, forms, reports, and technical information disseminated; therefore, errors in work or faulty judgment can cause substantial embarrassment and delays. Guidance is received from the Bridge Maintenance Supervisor in determining work assignments.

Personal Work Relationships:

Contacts are with both Sub-District and District personnel as related to completion of bridge maintenance functions.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather, ongoing traffic, and rotating work shifts. May be on call 24 hours a day 7 days a week. May be exposed to unpleasant surroundings including; ditches and slopes, weather and temperature extremes, hazards due to adjacent traffic flow, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		BU: 00800
Agency: Indiana Department of Transportation (INDOT)		
Division: Highway Maintenance	Section/District:	
Job Title: Highway Technician 2		Job Code: 4MB2
Working Title (if different from above): Heavy Equipment Operator		
Reports To: Highway Technician Supervisor 3		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 1/1/09

Purpose of Position/Summary:

In the District Highway Maintenance Division, the Heavy Equipment Operator operates heavy equipment throughout the district in conjunction with the needs of the various subdistricts.

Essential Duties/Responsibilities:

- Complies with INDOT Safety Policies and Procedures;
- Works with district and/or subdistrict personnel to provide operational expertise;
- Coordinates work and meets the needs and requirements of the Work Management System;
- Moves equipment between facilities and/or work sites;
- Performs regular inspections and routine maintenance of equipment being operated to insure proper operation and level of service;
- Interprets plans, written instructions and verbal communication in order to accomplish site preparation, scheduled work and repairs;
- Operates a wide variety of equipment, including any combination of heaviest types of construction equipment (e.g., cranes with 1,200 pound hammer and F-5500 diesel backhoe & front loader) to excavate and grade ditches, load heavy materials, clean waterways and/or perform similar operations, and a variety of lighter, less complicated equipment (e.g., dozers, rollers, tractors, loaders, forklifts, dump trucks, pickup trucks) to assist in construction and maintenance operations;
- Excavates and grades ditches;
- Constructs and maintains roads and bridges;
- Digs channels;
- Loads and/or hauls heavy equipment and materials;
- Cleans waterways and/or performs similar operations;
- Performs job documentation tasks such as entry into the Work Management System (WMS);
- Operates a snow plow as required and performs other winter-related duties as needed;
- Participates in the preparation and completion of special projects throughout the District;
- Performs routine maintenance and repair of heavy equipment and completes related records and reports;
- Performs other duties as assigned.

Job Requirements:

- High school graduate or equivalent;
- Must possess a valid drivers license;
- Must have valid class "A" commercial driver's license (CDL) or ability to obtain within 90 days;
- Required to submit to and pass a drug test as a condition of employment;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write, and communicate clearly;
- Ability to follow directions and work as part of a team.
- Formal education in arithmetic to include fractions, decimals and percentages, and to read, write and speak common English vocabulary;

- Six months training or 6 months experience in operation of heavy construction equipment (e.g., 10-ton crawler, large cranes, 10-ton backhoe, 18-ton dozer, over 44,000 pound truck mounted excavator) and related safety practices;
- Skill in operation of heavy motorized and construction equipment (e.g., crane, large backhoe and dozer, heavy crawler, excavator, tractor trailer); maintenance and repair of equipment; operation of light and heavy equipment and hand tools (e.g., dump truck, grader, forklift, tractor-trailer, chain saw);
- Knowledge of safety practices associated with operation of heavy motorized equipment; arithmetic to include fractions, decimals and percentages;
- Ability to carry out oral and written instructions and to complete records and reports;

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of heavy equipment operations and safety procedures for such equipment. Work is carried out under the specifications and guidelines based on established policies and procedures.

Responsibility:

Operating heavy equipment for various locations within the district as needed.

Personal Work Relationships:

Interacting with co-workers, employees in the agency, consultants, contractors, vendors and the public

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather, ongoing traffic, and rotating work shifts. May be on call 24 hours a day 7 days a week. May be exposed to unpleasant surroundings including; dead animals, ditches with sewage, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		BU: 00800
Agency: Indiana Department of Transportation		
Division: Highway Maintenance	Section/District:	
Job Title: Highway Technician 2	Job Code: 4MB2	
Working Title (if different from above): Herbicide Coordinator		
Reports To:		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 1/1/09

Purpose of Position/Summary:

Employee is responsible for applying herbicide and pesticide treatment as planned. Responsibilities also include: scheduling and coordinating the herb program with sub-districts, responding to complaints about weeds; implementing wildflower programs, restoring native vegetation, and special beautification projects. In addition, employee is required to work with local agencies to mitigate environmental impacts at roadway development and expansion projects. This position requires a herbicide license.

Essential Duties/Responsibilities:

- Complies with INDOT Safety Policies and Procedures;
- Advise sub-district on needed chemicals and rates to control undesirable vegetation;
- Maintain chemical inventory and comply with safety and environmental policies;
- Serve as an independent chemical applicator and undertake landscape projects throughout the district;
- Assist sub-district maintenance foreman in the short-term and long-term planning, scheduling, utilization, allocation of materials, and equipment and labor necessary to complete the assignments in accordance with the Work Management System;
- Operates a snow plow as required and performs other winter related duties;
- Participates in the preparation and completion of special projects throughout the district;
- Performs job documentation tasks such as entry into the Work Management System (WMS);
- Maintains daily record of work performed and prepares weekly/monthly performance reports and submits to supervisor for review;
- Coordinate re-certification and licensing of herbicide applicators;
- Performs other duties as assigned.

Job Requirements:

- High school graduate or equivalent;
- Must possess a valid drivers license;
- Must have valid commercial driver's license (CDL) or ability to obtain within 90 days;
- Required to submit to and pass a drug test as a condition of employment;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write, and communicate clearly;
- Ability to follow directions and work as part of a team.
- Knowledge of application of herbicides and pesticides;
- Ability to operate specialized equipment such as spraying devices;
- Ability to complete forms and reports;
- Ability to operate a bucket truck.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of herbicides and pesticides application processes and practices and safety procedures for chemicals. Work is carried out under the specifications and guidelines based on established policies and procedures.

Responsibility:

In the Highway Maintenance Department, the Herbicide Coordinator serves as an advisor and field coordinator providing technical expertise to sub-district landscaping crews in the application of pesticides, herbicides and fertilizers and other various landscaping activities. Employee provides guidance, direction and assistance on the proper methods and procedures for planting, trimming and removing of trees and shrubs. Employee also provides guidance and training on safety measures to be taken with regard to the application of pesticides, herbicides, and fertilizers.

Personal Work Relationships:

Contacts are with sub-district personnel and Landscape Architect to schedule and coordinate herbicide program.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather, ongoing traffic, and rotating work shifts. May be on call 24 hours a day 7 days a week. May be exposed to unpleasant surroundings including; dead animals, ditches with sewage, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Department of Transportation		BU: 00800
Division: Highway Maintenance	Section/District:	
Job Title: Highway Technician 2		Job Code: 4MB2
Working Title (if different from above): Shared Workforce		
Reports To:		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date : 4/23/10	

Purpose of Position/Summary:

This position is responsible for performing cross-specialty job duties in order to meet the seasonal and workload demands in the Highway Maintenance, Construction, and/or Testing departments. Highway Technician 2 – Shared Workforce positions are required to perform snow and ice removal and related maintenance duties by operation of snow plow and other winter operations duties. A CDL is required for this position.

Essential Duties/Responsibilities:

- Complies with INDOT Safety Policies and Procedures;
- Operates basic highway maintenance and traffic equipment to maintain, repair and clean highways and right-of-ways;
- Moves and loads supplies and materials;
- Winter operations duties including snow and ice removal;
- Maintains, repairs, and installs traffic signs, route markers, and pavement markings;
- Performs emergency response activities such as: clean-up, traffic control, lane closures, placement of signs, and erecting barricades;
- Performs equipment maintenance such as: minor repairs, preventative maintenance, refueling, and pre-trip inspections;
- Performs miscellaneous labor tasks;
- Performs job documentation tasks such as entry into the Work Management System (WMS) and Site Manager;
- Provide assistance to public by responding to general inquiries, explaining delays, etc...;
- Perform sampling procedures for different types of materials;
- May perform and/or assist in aggregate testing and other types of testing such as ITM;
- Perform duties related to load tickets such as: tracking the number of loads delivered, verifying accuracy of delivery information, calculating application rate, and perform acceptance tests;
- Ensures required inspections are completed in a timely manner and problems are reported;
- Ensures work conforms with appropriate plans, specifications, procedures, and policies;
- May perform inspection activities as required;
- Perform construction related activities as assigned;
- Performs related job duties as assigned.

Job Requirements:

- Must possess a valid drivers license;
- Must have valid commercial driver’s license (CDL) or ability to obtain within 90 days;
- Required to submit to and pass a drug test as a condition of employment;
- Must be able to lift 50 pounds;
- Ability to perform basic math calculations;

- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write, and communicate clearly;
- Knowledge of construction terminology;
- Basic computer skills;
- Ability to read plans;
- Ability to operate specialty traffic equipment (e.g. bucket trucks, paint equipment, etc...);
- Ability to follow directions and work as part of a team.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Work performed is non-routine as it depends on the current assigned specialty. Work requires specialized knowledge of highway maintenance, construction, and testing policies, procedures, and practices. Employee must have understanding and ability to apply procedures and guidelines in order to perform job duties, assure correct job documentation, and ensure expectations are met. Work may vary by day, week, or month depending on season and work; therefore, the employee must have the ability to readily change and adapt based on work assignment.

Responsibility:

Established guidelines, practices, and procedures are available, if needed, in order to carry out a wide variety of duties in accordance with general work instruction. Employee is responsible for completion of work and accuracy of records, forms, reports, and technical information disseminated; therefore, errors in work or faulty judgment can cause substantial embarrassment and delays. Questions that may arise are discussed with supervisor; otherwise work is reviewed in terms of overall efficiency and smoothness of operations.

Personal Work Relationships:

Contacts are with the Sub-District personnel, construction, and testing for completion of assigned functions.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather, ongoing traffic, and rotating work shifts. May be on call 24 hours a day 7 days a week. May be exposed to unpleasant surroundings including; dead animals, ditches with sewage, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs.

Appendix B: INDOT's Possession of Commercial Driver's License Policy

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INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

POSSESSION OF A COMMERCIAL DRIVER'S LICENSE POLICY

Purpose

To establish a policy concerning current employees who are required to hold a Commercial Driver's License (CDL) to perform their job duties and the consequences of becoming disqualified from holding an active CDL.

Scope

This policy applies to all INDOT employees who are required to have a CDL to perform their job duties. (See listing of job classifications below.)

Definitions

Commercial Driver's License: A federal requirement to operate a vehicle with a gross weight of 26,000 pounds or more.

Medically Substantiated Limitations: Physical or mental deficiencies which render an individual unable or unfit to perform their driving responsibilities, as determined by a medical physician, which may also prevent them from obtaining a CDL.

Statement of Policy

Employees who must hold a Commercial Driver's License for the performance of their job duties must maintain a current CDL and be able to meet all the physical and skill requirements necessary to operate a commercial vehicle in a safe manner. If an employee is hired without a CDL they have 90 days from the start of their employment to obtain a CDL.

Highway Technician Positions:

All Highway Technician classifications are required to obtain and maintain a CDL. Failure to obtain or maintain an active CDL will result in termination as having an active CDL is an essential function of the job. Employees who have completed their probationary period who become disqualified from holding an active CDL shall have sixty (60) days from the notification of their disqualification to reinstate their CDL. If at the end of sixty (60) days the employee has not had the CDL reinstated they will be terminated or receive priority consideration for placement in other INDOT positions for which they qualify, if such positions are available.

Other CDL Required Positions:

All other INDOT employees required by their employment to drive a commercial vehicle are required to obtain and maintain a CDL. Employees who have completed their probationary period who become disqualified from holding an active CDL shall have sixty (60) days from the notification of their disqualification to reinstate their CDL. If at the end of sixty (60) days the employee has not had the CDL reinstated they will be terminated or receive priority consideration for placement in other INDOT positions for which they qualify, if such positions are available. Employees who have completed their probationary period who become disqualified from holding an active CDL due to a valid medical reason, as documented by a qualified physician, shall be exempt from this policy.

All employees volunteering to perform duties necessitating a commercial driver's license shall be required to maintain a current CDL and demonstrate the ability to safely operate INDOT CDL required vehicles and equipment.

Classifications Required to Obtain and Maintain a CDL

District – Technical Services Positions:

- Program Coordinator 4 – Permits *
- Field Investigator 3 – Traffic *
- Engineering Technician Supervisor 3 *
- Traffic Control Technician 3
- Engineering Assistant 1
- Highway Technician 1
- Highway Technician 2
- Electrician Technician 2

District – Production Positions:

- Surveyor 3, 4, & 5 *
- Engineering Assistant 4 **
- Engineering Assistant 1

District – Construction Positions:

- Engineering Technician Supervisor 3 *
- Highway Technician 1
- Highway Technician 2

District – Maintenance Positions:

- Highway Technician Supervisor 3
- Highway Technician 1
- Highway Technician 2
- Highway Technician 3
- Highway Mechanic Supervisor 4
- Equipment Mechanic 2
- Equipment Mechanic 3
- Sewage Disposal Operator 2
- Maintenance Supervisor 1
- Building Supervisor 3
- Maintenance Repairperson 2
- Maintenance Repairperson 3
- Electrician Technician 2
- Electrician Technician Supervisor 4

Central Office – Indianapolis Traffic Management Center Positions:

- Highway Incident Technician Supervisor 4
- Highway Incident Technician Worker 2

Central Office – Borman Traffic Management Center Positions:

- Highway Incident Technician Supervisor 4
- Highway Incident Technician Worker 2
- Equipment Mechanic 2

Central Office – Technology Deployment Positions:

- Electrician Technician 1

Central Office – Logistical Support Center Positions:

- Truck Driver 3***
- Machinist 2 (Sign Fabricator positions only)

Central Office – Geotechnical Engineering Positions:

- Engineering Assistant 1 (Driller positions only)***

Central Office – Research and Development Positions:

- Program Coordinator 3
- Engineering Assistant 1 (only one EA1 positions requires CDL)

Central Office – Motor Pool Positions:

- Highway Mechanic Supervisor 4 *
- Equipment Mechanic 1

* Position is eligible for "grandfathering" if incumbent held position prior to February 2, 2004.

** Two EA 4 positions in Real Estate are exempt (this does not include EA 4 positions in Surveying)

*** Failure to obtain or maintain an active CDL will result in termination as having an active CDL is an essential function of the job. Therefore, this position will follow the same statement of policy as Highway Technicians.

All designated CDL positions are required to participate in snow and ice removal activities in some form. This includes but is not limited to: loader operators, stock room assistance, parts runners, radio operators, quality analysis, research, and INODT snow removal.

APPROVAL


Karl B. Browning, Commissioner

1/30/09
Date

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Appendix C: Curriculum Grid

Classification Title	Specialty Area	Required HT Academy Training
Highway Technician 3	Highway Maintenance	HWY401: Equipment & Materials HWY402: Pavement HWY403: Structures & Drainage HWY404: Roadside & Roadways
Highway Technician 3	Traffic	TRF301: Paint Operations TRF302: Special Markings TRF303: Sheet Signs TRF304: Panel Signs
Highway Technician 2	Entry level Construction	CON101: Introduction to Construction Principles CON102: Intermediate Construction Principles CON103: Advanced Construction Principles
Highway Technician 2	Entry level Testing	TST201: Aggregates TST202: Testing Administration TST203: Hot Mix Asphalt TST204: Soils TST205: Concrete TST206: Special Procedures
Highway Technician 2	Shared Workforce	These employees will complete the assigned specialty curriculum of either Highway Maintenance or Traffic (and also take additional training to qualify them for Construction or other work as needed in the district)
Highway Technician 2	Heavy Equipment Operators, Bridge Coordinators, Herbicide Coordinators	These employees will complete the Highway Maintenance specialty curriculum
Highway Technician 1	Crew Leaders	These employees will have completed the Highway Maintenance or Traffic specialty curriculum
Highway Technician 1	Fully qualified Construction and Testing	These employees will have completed either the Construction or Testing curriculum at the HT2 classification (in addition to 3 years experience at the HT2 classification)

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Appendix D: Frequently Asked Questions

- Q. How do you track the work requirement needed for a Construction or Testing HT2 to promote to an HT1?
- A. All time spent as a Highway Technician 2 will count towards the 3-year work requirement. Upon completion of the work requirement (and the associated training requirement), the technician will be eligible for promotion as of the following July 1.
- Q. Do the training modules have to be taken in a specific sequence?
- A. Except for the Construction curriculum, the modules are designed as stand-alone and may be completed in the sequence most beneficial to the district. The three Construction modules are designed to be taken in sequence.
- Q. I'm retiring in 2 years. Do I have to take the training?
- A. The training is required for all Highway Technicians. You may not opt-out.
- Q. Is safety training a part of the Highway Technician Academy?
- A. Safety training is not part of the Academy, but is still part of overall district training.
- Q. How quickly must I complete my training?
- A. There is no time limit or deadline for training completion. However, the training is performance based, meaning that supervisors should indicate on the Employee Development Plan (found on the Employee Work Profile and Performance Appraisal Report) the training that the employee needs to complete and the time frame in which to complete it.
- Q. Must training needed to perform shared workforce duties be completed before promoting to a Highway Technician 2?
- A. No. The district has full flexibility in determining the timing of training.
- Q. Do I have to serve a probationary period before I am eligible to begin training?
- A. No.
- Q. I'm a Highway Technician 2 in the Construction specialty and have been a Highway Technician 2 for three years. I was on a work improvement plan for 3 months last year. Will this delay my eligibility for promotion in July?
- A. No.
- Q. If I am on a work improvement plan on July 1st when I would normally be eligible for promotion, will this delay my promotion?
- A. Yes. Your promotion will be delayed until the following July assuming successful completion of the WIP.
- Q. Since the Testing and Construction specialties have tests after each module, is there the option to test-out?
- A. There will be no test-out opportunities for any of the Construction or Testing modules.
- Q. I was called up for active duty last year. Will that affect my ability to promote to an HT1 in the Construction specialty?
- A. Assuming that you are an HT2 in the Construction specialty now, the military service will count as time worked as an HT2. You are still expected to complete the Construction training curriculum.