

## Position Description Questionnaire

Agency use only	DAS-HRE use only
<input type="checkbox"/> New position <input checked="" type="checkbox"/> Update only <input type="checkbox"/> Review requested by employee <input type="checkbox"/> Review requested by appointing authority <input type="checkbox"/> Response to DAS-HRE request	PDQ#: [REDACTED] Job class title: Highway Technician Associate ([REDACTED]) Position #: standardized Reviewed by [REDACTED] Effective date: [REDACTED]

### Position information

☐ Currently vacant position  
☐ Currently filled position

Position #: 6 digits: XXXXXX

Current job class title: Highway Technician Associate with Herbicide

Appropriation/Fund/Unit [REDACTED]

Department, division, bureau, section: Transportation, Highway Division, District X, XXXX Office

Work address: (complete address including zip code)

Hours worked (shifts, rotations, travel): Hours may vary including working up to 16 consecutive hours, required to respond to emergency situations 24 hours/day, some overnight travel required

☒ Full-time (40 hours per week)  
☐ Part-time

Have the duties changed since this position was last reviewed for a classification decision?

☐ Yes ☒ No

Name of immediate supervisor: (Supervisor's Name)

Job class of immediate supervisor: Highway Maintenance Supervisor

% of time	New duty = X	Description of work
35	<input type="checkbox"/>	<p>Performs routine roadway and right of way maintenance by using dump trucks, front end loaders, tractors, motorgraders, backhoes mowers that require hand, foot and eye coordination, and operates hand tools such as chain saws, pneumatic hammers, weed eaters and shovels. Maintenance tasks include:</p> <ul style="list-style-type: none"> <li>• Removing damaged pavement, patching spalls, sealing and filling joints and cracks, removing bumps and filling depressions. Also cleaning bridge decks, cleaning, washing and lubricating working bridge parts.</li> <li>• Using blading equipment to smooth shoulders, patches and seals edgeruts.</li> <li>• Picking up and disposing of litter and animal carcasses, cutting brush, erecting and repairing fences.</li> <li>• Mowing shoulders, cutting trees and brush.</li> <li>• Repairing guardrails, maintaining lighting, erecting and repairing signs, flagging traffic in construction or accident sites.</li> </ul> <p>Operate 60 pound jack hammer, 60 pound high speed and front plow ice blades, 50 pound calcium chloride and pavement patch, and 160 pound 9' ice blade, etc.</p> <p>Performs traffic control to assist motorists through work zones in a safe manner.</p> <p>Maintains waterways by reshaping fore and back slopes, cleaning vegetation from ditches, maintaining and repairing tile culvert pipes and intakes by using back hoes, loaders and other equipment.</p>

% of time	New duty = X	Description of work	Add/ remove row
		Performs herbicide-spraying operations in right-of-way areas by using a backpack sprayer, driving a truck and/or operating a pressure sprayer.	
30	<input type="checkbox"/>	Uses dump trucks with right hand controls of joysticks, buttons, levers, toggles and touch screens to operate snow removal equipment which may include a straight blade, V-plow, wing plow and underbody blades to remove loose snow, packed snow, ice and frost. Mixes abrasives and chemicals and spreads abrasives and de-icing substances on roadways. Operates Roadway Weather Information System (RWIS), weather information systems and other computer applications to receive and record data. Makes decisions regarding times, temperatures, weather conditions and materials for operating snow and ice removal equipment.	
5	<input type="checkbox"/>	In the event of a roadway emergency such as a traffic accident, vehicle breakdown or stranded motorist, responds by calling in emergency equipment, assisting motorists with basic repairs, contacting motor services or giving other basic assistance as needed.	
10	<input type="checkbox"/>	Performs routine preventative maintenance and minor repairs on all assigned equipment. This may include inspecting equipment, changing oil, greasing mobile parts and other duties as assigned but not limited to servicing equipment, changing other filters, tires and greasing. Assists the shop mechanic as needed on major breakdowns and overhauls, including repairs on brakes, hydraulics, electrical, and mechanical systems or transmission.	
5	<input type="checkbox"/>	Conducts routine sampling, inspection and testing of materials used in highway construction and maintenance projects. Measures quantities and observes construction inspection.	
5	<input type="checkbox"/>	Performs basic construction and maintenance on DOT buildings and grounds. Duties include carpentry, making simple electrical, plumbing and masonry repairs, cleaning the buildings and maintaining the shop yard.	
5	<input type="checkbox"/>	Participates in DOT seminars and technical training related to all job procedures if necessary and when available.	
5	<input type="checkbox"/>	Other duties as assigned which may include participating on district-wide crews.	
100	<input checked="" type="checkbox"/>	<b>TOTAL MUST EQUAL 100%</b>	

Is this position considered to be supervisory?

☐ Yes ☒ No

Why are you requesting that this position be reviewed?

Update CDL only

### Employee signature

☐ I certify that I have read the instructions for the completion of this questionnaire, that the answers are my own, and that they are accurate and complete.

☐ The questionnaire was completed by agency management. I have read the form and have been provided a copy.

Typed signature: *Do not print and sign - type your signature or apply digital ID to sign* \_\_\_\_\_ Date: \_\_\_\_\_

### Supervisor review

In your opinion, is any information on this form incorrect or are clarifications needed?

Statements are correct

Do any other positions perform the same or similar work for your agency (at any work location, facility, institution, etc.)?

☒ Yes ☐ No ☐ Unknown

List the name(s) and job title(s) of positions performing the same or similar work for your agency.

Other DOT Highway Technician Associates with Herbicide

**What is the basic purpose of this position?**

Performs routine and emergency highway maintenance, including snow removal and herbicide spraying functions.

**Essential functions (one per line)**

Inspects roadway and right of way to perform routine maintenance.

Maintains and performs minor repairs on all assigned equipment.

Applies herbicide spray to designated areas.

Drives and operates specialized highway maintenance equipment and a variety of heavy-duty and/or public works equipment, including those with manual transmission and a clutch, in a safe, effective and efficient manner.

Repairs and maintains DOT buildings and grounds.

Operates computers and applies related software applications including, but not limited to, recording and receiving data and making decisions regarding times, temperatures, weather conditions, and material usage, including the Roadway Weather Information System (RWIS).

Occasionally (1-33% of the time) lifts/lowers, carries and pushes/pulls various amounts of force within the "heavy work" as defined by the US Department of Labor; team lift or mechanical assist recommended for weights over 75 pounds. Related work examples: 60 pound jack hammer, 60 pound high speed and front plow ice blades, 50 pound calcium chloride and pavement patch, and 160 pound 9' ice blade, etc.

**Special requirements (if applicable):**

- Possess a valid Commercial Learner's Permit upon hire;
- Within five months following appointment, a valid Class A CDL with the required endorsements and applicable restrictions must be obtained and maintained in order to continue employment.

In conjunction with Title 49 of the Code of Federal Regulations (parts 40 and 382), this position is required to have a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program and will be subject to the regulations regarding the Federal drug and alcohol testing program.

Prior to starting employment this position is required to have a post offer, pre-employment physical verifying the physical ability to perform the duties described.

Within a period of time as determined by the appointing authority, this position is required to have and maintain a current Herbicide Applicator certification from the Department of Agriculture and Land Stewardship.

Within five (5) months, employees are required to reside within 45 minutes driving time, during normal conditions, from assigned work location.

Must respond to emergency situations as required.

**Selective certifications (if applicable):**

N/A

**Is this position currently exempt from collective bargaining or are you requesting review to determine coverage or exclusion from the collective bargaining provisions of Iowa Code Chapter 20?**

☐ Yes ☒ No

**Is this position currently excluded from the merit system or are you requesting review to determine coverage or exclusion from the merit system provisions of Iowa Code Chapter 8A?**

☐ Yes ☒ No

**Does the position perform work involving information technology (IT)? (Assigned IT duties, supervises IT staff, works in IT unit)**

☐ Yes ☒ No

**Supervisor comments and signature**

☐ Support request ☐ Do not support request

Comments: \_\_\_\_\_

Typed signature: *Do not print and sign - type your signature or apply digital ID to sign* Date: \_\_\_\_\_

### Appointing authority comments and signature

☒ Support request ☐ Do not support request

Comments: \_\_\_\_\_

Typed signature: [REDACTED] Date: [REDACTED]