



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2003

TRANSPORTATION MAINTENANCE

D7D1TX TO D7D3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Labor, Trades, and Crafts occupational group and describes work which involves building and maintaining roadways, tunnels, and adjoining areas. Work involves building, maintaining, repairing, or cleaning highway or tunnel surfaces, bridges, guardrails, and surrounding landscaped areas; removing snow, ice or debris from roadways; monitoring road and traffic conditions, counting and controlling highway and tunnel traffic, and directing vehicles; and assisting emergency response personnel at accident scenes.

INDEX: Transportation Maintenance I begins on this page, Transportation Maintenance II begins on page 2, Transportation Maintenance III begins on page 3.

TRANSPORTATION MAINTENANCE I D7D1TX

CONCEPT OF CLASS

This class describes fully-operating highway and tunnel maintenance work. Positions operate independently to perform the full range of tasks and determine solutions to the full range of problems. Judgment is used to select the most appropriate guidelines and adapt them to accomplish the tasks. Positions continually determine practical solutions to problems and applying specific processes, techniques, and methods. Positions serve as a resource to others. Some assignments do not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the

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operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions. Guidelines exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. For example, positions explain transportation rules and regulations to landowners and others wanting the right-of-way sprayed, listen to public complaints and respond to them, and advise the dispatcher of weather and road conditions.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

TRANSPORTATION MAINTENANCE II D7D2XX

CONCEPT OF CLASS

This class describes the work leader. In addition to the duties and responsibilities of a Transportation Maintenance Worker I, work leaders are partially accountable for the work product of two or more full-time equivalent positions. Positions monitor work schedules, maintain equipment and supplies, train new employees, and maintain leave records. This class differs from the Transportation Maintenance Worker I on Decision Making and Line/Staff Authority.

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FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions. Guidelines exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. For example, positions explain transportation rules and regulations to landowners and others wanting the right-of-way sprayed, listen to public complaints and respond to them, and advise the dispatcher of weather and road conditions.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

TRANSPORTATION MAINTENANCE III

D7D3XX

CONCEPT OF CLASS

This class describes the first-supervisory level. Supervisory positions are accountable for actions and decisions that impact pay, status, and tenure of three or more full-time equivalent positions. Positions at this level function as supervisors and may perform some of the duties of the lower

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level classes in this series. This class differs from the Transportation Maintenance II on Purpose of Contact and Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions. Guidelines exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Securing regulatory compliance by issuing or revoking licenses and persuading or training others to correct problems. Regardless of the methods used to attempt to obtain compliance, the position can ultimately rely on legal authority to impose sanctions and penalties.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

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ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel & Administration web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/03 (LLB). Changed pay grade for Transportation Maintenance III (D7D3). Published as proposed 6/12/02.

Effective 7/1/99 (PVO). LTC consolidation study consolidated Highway Maintenance (D1F) and Tunnel Maintenance (D2T). Highway Maintenance Superintendent I and II, and Tunnel Maintenance Superintendent abolished. Draft published 3/31/99 and proposed 7/1/99.

Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published proposed 5/24/93 (Highway Maintenance--D1F) and 6/1/93 (Tunnel Maintenance--D2T).

Revised 7/1/87. Deleted options and changed entrance requirements of Highway Maintenance Supervisor (A4673X), changed entrance requirements on Senior Highway Maintenance Supervisor (A4674X).

Revised 7/1/87. Deleted options and changed entrance requirements of Highway Maintenance Superintendent III (A4677X).

Revised 12/1/86. Changed class code, relationship, and entrance requirements on Highway Maintenance Superintendent III (A4677X).

Revised 12/1/86. Changed title on Highway Maintenance Superintendent III (A4677X).

Revised 12/1/86. Changed class code, relationship, and entrance requirements on Highway Maintenance Worker A (4670X), Highway Maintenance Worker B (4671X), changed class code, title, relationship, and entrance requirements Senior Highway Maintenance Worker (4672X), Highway Maintenance Supervisor (A4673X), and Senior Highway Maintenance Supervisor (A4674X). Changed class code, title, relationship, nature of work and entrance requirements on Tunnel Maintenance Worker (A4682X), Senior Tunnel Maintenance Worker (A4683X), Tunnel Supervisor (A4684X) and Senior Tunnel Supervisor (A4685X).

Revised 12/1/86. Changed class code, title, relationship, and entrance requirements on Highway Maintenance Superintendent I (A4675X) and Eisenhower Tunnel Superintendent I (A4686X).

Revised 1/1/84. Changed entrance requirement on Senior Tunnel Supervisor (A4685X).

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Revised 7/1/83. Changed relationship on Highway Maintenance Worker A (4670X), Highway Maintenance Worker B (4671X), Senior Highway Maintenance Worker (4672X), Highway Maintenance Supervisor (A4673X), Senior Highway Maintenance Supervisor (A4674X), Tunnel Maintenance Worker (A4682X), Tunnel Supervisor (A4684X), and Senior Tunnel Supervisor (A4685X).

Revised 7/1/83. Changed relationship on Highway Maintenance Superintendent I (A4675X) and Eisenhower Tunnel Superintendent I (A4686X).

Revised 7/1/81. Changed grade and relationship on Highway Maintenance Superintendent I (A4675X) and Highway Maintenance Superintendent III (A4677X).

Revised 7/1/81. Eisenhower Tunnel Superintendent I (A4686X).

Revised 7/1/80. Changed relationship on Highway Maintenance Worker A (4670X), Highway Maintenance Worker B (4671X), Senior Highway Maintenance Worker (4672X), Highway Maintenance Supervisor (A4673X), Senior Highway Maintenance Supervisor (A4674X), and Senior Tunnel Supervisor (A4685X).

Revised 7/1/80. Changed relationship on Highway Maintenance Superintendent I (A4675X) and on Highway Maintenance Superintendent III (A4677X).

Revised 7/1/80. Changed entrance requirements on Eisenhower Tunnel Superintendent I (A4686X).

Revised 9/1/78. Deleted options and changed entrance requirements on Tunnel Supervisor (A4684X) and Senior Tunnel Supervisor (A4685X).

Revised 12/1/76. Added option and changed entrance requirements of Highway Maintenance Supervisor (A4673X).

Revised 11/1/76. Added option to Senior Highway Maintenance Worker (4672X).

Created 1/1/75. Highway Maintenance Worker A (4670X), Highway Maintenance Worker B (4671X), Senior Highway Maintenance Worker (4672X), Highway Maintenance Supervisor (A4673X), Senior Highway Maintenance Supervisor (A4674X), Tunnel Maintenance Worker (A4682X), Senior Tunnel Maintenance Worker (A4683X), Tunnel Supervisor (A4684X), and Senior Tunnel Supervisor (A4685X).

Created 1/1/75. Highway Maintenance Superintendent I (A4675X) and Eisenhower Tunnel Superintendent I (A4686X).

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SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Transportation Maintenance I	Defined	Patterned	Exchange	Indiv. Contributor
Transportation Maintenance II	Operational	Patterned	Exchange	Work Leader
Transportation Maintenance III	Operational	Patterned	Detect, Secure, & Advise	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel & Administration