

MINNESOTA DEPARTMENT OF TRANSPORTATION

Class Specification

**Class code:**

003685

Bargaining unit(s):

202

Classification title:

Transportation Generalist

Function:

Permits

Kind of work:

Basic level technical and/or skilled maintenance work

Nature & purpose:

Under general supervision an employee in this class performs daily and routine work assisting in the inspection of access, drainage, utility, construction and advertising permits; reviews and processes specialized permits; investigates accidents on highway property and prepares billings for damage claims; identifies right of way encroachments; performs related work as required.

This level is different from the Transportation Associate level in that it requires less direct supervision. At the Transportation Generalist level, daily work and projects are assigned by the supervisor and/or lead worker. Work/projects are completed with a higher level of discretion than at the lower level. An employee modifies simple established procedures to improve work processes.

An employee resolves semi-routine yet similar problems using defined approaches learned through work. An employee at this level is responsible for completing daily work assignments and may identify service needs not currently being met by either taking care of it or bringing it to the attention of the supervisor/lead worker. Some employees may provide work direction to others as part of a specific assignment.

Examples of work:

A position may not include all the work examples given, nor does the list include all that may be assigned

- * Assists in the inspection and processing of access, drainage and utility permits affecting MnDOT highways so that rules, statutes, regulations and special provisions set by permit requirements are followed.
- * Reviews the regulation of advertising signs and devices in accordance with the Minnesota Outdoor Advertising Control Act and MnDOT policies to ensure compliance and reports issues to supervisor.
- * Reviews, processes and approves miscellaneous permits (over-dimension permits, parade permits, etc.) according to MnDOT policies.
- * Provides technical assistance and information on relevant rules, regulations and laws regarding various types of over-dimension permits so individuals applying for permits understand and comply with the requirements.
- * Reviews right-of-way usage to control encroachments and reports issues to supervisor.
- * Investigates accidents on highway property and prepares billing for claims so that collections for state property damage can be obtained.

Knowledge, skills and abilities required:

Knowledge of:

- * General traffic and construction safety requirements for state contracts and permits projects sufficient to determine adherence to laws, policies and requirements
- * MN Outdoor Advertising Control Act sufficient to review and process the regulation of advertising signs and devices.
- * MN State Statutes sufficient to evaluate encroachments on the right- of-way.
- * Right-of-way mapping and construction plans of right-of-way limits sufficient to determine in place right-of-way regarding encroachments and permits.
- * Special provisions in utility, access and drainage permits sufficient to assist in inspections.
- * Working knowledge of English sufficient to read, write, speak and understand oral and written information; communicate with employees and the general public in-person or via two-way radio and other electronic devices; and to maintain routine written logs and simple records.

Skill in:

- * Digital photography sufficient to take, download and print digital pictures.

Ability to:

Equipment - Handle materials (transporting, stockpiling and mixing) using basic hand tools.

Information Technology – Perform simple data entry as demonstrated by entering time into timesheet and database programs; create and edit data files as demonstrated by creating basic reports, memos or letters, and spreadsheets; develop internet document searches as demonstrated by accessing real estate property information.

Interpersonal - Work cooperatively with peers as demonstrated by understanding and carrying out verbal instructions and directions within a work group; interact with MnDOT customers, stakeholders and co-workers as demonstrated by occasionally responding to questions/complaints regarding roadway problems.

Leadership - Take responsibility for the quality and timeliness of work as demonstrated by completing assigned tasks, reporting work progress, and displaying behavior consistent with department direction.

Math - Add, subtract, multiply and divide all units of measure, including fractions, decimals and percentages as demonstrated by preparing billings for claims, inspecting permits, and determining right-of-way limits.

Oral Communication - Articulate job-related questions and comprehend answers as demonstrated by performing the duties of the job.

Problem Solving - Receive, understand and carry out verbal instructions and work under the direction of others as demonstrated by completion of work assignments; work independently and solve routine technical, procedural or people-related issues as necessary to complete work tasks.

Reading - Read and comprehend notes, letters, memos, electronic mail, proposals, department forms and policies, instruction manuals, construction plans and MnDOT manuals sufficient to facilitate effective job performance.

Written Communication - Generate notes, letters, memos, and departmental forms as demonstrated by distributing comprehensible and accurate information to supervisors, employees and MnDOT clientele.

Technical - Research techniques sufficient to locate basic real estate property information including owners, phone numbers and addresses.

Licenses, certifications:

Some positions may require a driver's license, as well as endorsements, specific to position demands and/or equipment required to perform the job within the work area posted.

Technical certifications may be required specific to position demands and will be documented on the posting as to the justification of why specific certifications are necessary.

Minimum qualifications:

Includes years of experience, education, training, certifications, licenses required at time of application to be considered eligible for position

The level of experience to perform this job at the Transportation Generalist level can be achieved with:

- * One year of experience performing duties that include inspection and processing of right of way permits, construction plan reading, infrastructure repair, surveying, design, soils assessment, traffic plan review, right of way review AND/OR water resource plan review;

OR

- * A Two year Civil or Construction Technology Degree or the following four year degrees: Architectural, Civil or Mechanical Engineering; Land Surveying / Geomatics; or equivalent may substitute for one year of experience. (In order for education coursework to be considered in lieu of work experience you must submit a copy of your transcripts).
- * Working knowledge of English sufficient to read, write, speak and understand oral and written information; communicate with employees and the general public in-person or via two-way radio and other electronic devices; and to maintain routine written logs and simple records.

Physical capabilities and Environmental Conditions:

Requires occasional lifting of articles such as 50-pound bags of sand and frequently lifting and/or carrying objects such as heavy tools and file boxes. This job may require walking or standing to a significant degree on rough terrain or may involve sitting most of the time with pushing and pulling of arm and/or leg controls.

Weather Elements:

May require frequent exposure to weather elements (both cold and hot) on a daily basis.

Hay rating:

KH: CI1 115; PS: C2 (22) 25; AC: B1C 25; WC: 18 = 183

EST:

Rev:

2-15-12 Updated degrees

T.C.:

Former title(s):

Highway Maintenance Worker –

KH: CI1 100; PS: B2 (19) 19; AC: B1I 22; WC: 16=157