

# MINNESOTA DEPARTMENT OF TRANSPORTATION

## Class Specification

**Class code:**

003685

**Bargaining unit(s):**

AFSCME 202

**Classification title:**

Transportation Generalist

**Function:**

Soils

**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 in the operation of soils and pavement sampling equipment to obtain: soils, rock, and pavement samples and ground water information; 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 set-up and operates the soils sampling and testing equipment so that soil, rock and pavement samples and ground water information are taken in the right location and in accordance with ASTM, AASHTO, MDH and MnDOT standards.
- \* Assists in the coordination of the Gopher State One-Call and local utilities, to assure that all utilities in the area to be drilled are properly identified and located.
- \* Performs operational needs such as traffic control support, assists in field staking of sampling locations or acquiring field supplies so that work can be carried out efficiently.
- \* Assists in the maintenance, cleans, monitors performance and safely operates the soils sampling, testing and support equipment so it is in good working order when needed, needed samples and information are obtained, and testing schedules can be met.
- \* Assists in the recording of field data and sampling information to ensure data is correct and reported in a timely manner.

**Knowledge, skills and abilities:**

### **Knowledge of:**

- \* Basic knowledge of soils types and behaviors.
- \* Required safety procedures and safe operation of equipment.
- \* 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:**

- \* Use of basic hand tools to handle materials (transporting, stockpiling and mixing).

### **Ability to:**

Equipment: Operate soils auger machine, CPT and SPT drilling and core drilling equipment; Perform routine, scheduled preventative maintenance; set up, and adjust equipment; drive and operate various types of mobile equipment.

Information Technology: Operate a personal computer and various software applications. Complete simple data entry. Enter time into timesheet and data base programs. Enter data into electronic equipment such as a GPS unit.

Interpersonal: Work cooperatively with peers. Able to receive and understand instruction and direction provided.

Leadership: Take responsibility for quality, accuracy and timeliness of work. Respond to unplanned requests. Complete assigned tasks and report progress. Demonstrate behavior consistent with department direction.

Math: Add, subtract, multiply, and divide whole numbers and all units of measure including fractions, decimals, and percentages.

Oral Communication: Articulate job-related questions and comprehend answers. Communicate in a team setting.

Problem Solving: Able to follow verbal and written instructions. Can work under the direction of others.

Reading: Read and comprehend notes, letters, memos, and electronic mail, departmental forms, and instructional manuals.

Written Communication: Generate notes, letters, memos and departmental forms. Use e-mail systems.

### **Licenses, certifications:**

Some positions may require a drivers' 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:**

Include years of experience, education, training, certifications and licenses required at the time of application to be considered eligible for the vacancy. The level of experience to perform this job at the TG level can be achieved with:

- \* One year of experience performing soils survey work or related activities

OR

- \* One year of experience in a combination of any roadway construction, engineering support or roadways maintenance areas such as: soils, traffic, surveys, design, construction, hydraulics, maintenance etc.

OR

- \* Note: 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 work conditions:**

The physical demands of this job will vary, but typically requires occasionally lifting articles such as 75 pound auger flights and frequent lifting and/or carrying objects such as drilling and sampling equipment. This job may require walking or standing to significant degree or may involve sitting most of the time with pushing and pulling of arm and leg controls.

**Weather elements:**

May require frequent exposure to weather elements 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 Technician: KH: CI1 115; PS: C2 (22) 25; AC: B1C 25; WC: 18 = 178