

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

TRANSPORTATION AIDE

JOB DESCRIPTION

Employees in this job participate in the performance of a variety of work related to real estate, railroad activities and the design, construction and operation of transportation facilities (e.g, roadways, bridges). Work is performed through the application of a body of knowledge related to standard transportation work methods, practices, procedures, policies, and regulations; and, materials and equipment of the construction field.

There are two classifications in this job.

Position Code Title - Transportation Aide-E

Transportation Aide 6

This is the entry level. The employee works in a learning capacity as a beginning transportation aide, performing recurring tasks while receiving on-the-job training under close supervision.

Transportation Aide E7

This is the experienced level. The employee performs a full range of transportation aide assignments and uses judgment in making decisions based on established methods and procedures. Guidance and direction are generally available as needed and work is reviewed in progress.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Assist with laboratory and/or field tests.

Tests gradation of aggregates in an assisting capacity.

Reduces and checks field books and performs a variety of mathematical calculations related to the work.

Performs compaction tests on paving and backfill projects.

Performs air, temperature, and slump tests on concrete.

Assists survey crews with mapping, control surveys, construction staking, etc.

Operate survey equipment, i.e. total station, prism pole, level, level rod, GPS unit

Set up/take down safety equipment.

Operates transit, level, prism, and electronic measuring devices.

Plots cross sections.

Performs density and moisture checks of soil.

Reads and interprets plans and blueprints.

Inspects protective treatment and painting of structures.

Inspects fence construction.

Checks depth of aggregate base course.

Inspects tree and stump removal.

Assists with installation, inspection, and testing of equipment utilized in the traffic incident detection and surveillance systems.

Weighs various construction materials using platform scales.

Checks weigh tickets and accumulation sheets.

Maintains records and prepares reports.

Tests and evaluates materials (bituminous, concrete, soil boring, paving materials).

Assist with the collection of traffic and highway safety data.

Assist with traffic and signaling and marking.

Assist with field surveys and investigations.

Assist with layout modification.

Perform bridge design calculations.

Review and analyze technical plans and computed data.

Assist with chart and graph preparation.

Records measurements and descriptive data.

Computes and verifies mathematical data.

Perform computer-aided design and drafting.

Assist with real estate activities, projects and research.

Assist with project development and delivery activities.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the entry level and considerable knowledge is required at the experienced level.

Knowledge of basic arithmetic.

Knowledge of the practices and materials used in transportation work.

Knowledge of the terminology used in transportation.

Knowledge of the various tests and inspection procedures used for transportation materials.

Ability to operate desktop and laptop computers.

Ability to operate transit, level, prism, and electronic measuring devices to perform basic or routine survey assignments.

Ability to read and interpret plans, blueprints, and specifications and other source documents.

Ability to use and maintain equipment related to the work.

Ability to comprehend and carry out oral and written instructions.

Ability to maintain records and prepare reports.

Ability to operate a motor vehicle.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require employees to move from one field location to another.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

Physical Requirements

The job duties require an employee to handle the physical demands of the work, including lifting heavy objects.

Education

Current enrollment in vocational or technical school, or post-secondary educational institution.

Experience

Transportation Aide 6

No specific type or amount is required.

Transportation Aide E7

One year of experience equivalent to a Transportation Aide 6.

Special Requirements, Licenses, and Certifications

Some jobs may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

TRANSAIDE

TRANSPORTATION AIDE

Position Title

Position Code

Pay Schedule

Transportation Aide-E

TRNCADEE

L32-003

SA

07/13/2011