



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

HIGHWAY MAINTENANCE WORKERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Highway Maintenance Workers-B	T4051B	40	45
Highway Maintenance Workers-O	T4051O	45	50
Highway Maintenance Workers-A	T4051A	50	55

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Maintain highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences. May also mow or clear brush from alongside road or plow snow from roadway.

Nature of Work

Highway Maintenance Workers keep state highways in safe condition. They perform highway maintenance activities such as plowing and hauling snow, patching asphalt surfaces, filling roadways joints and cracks, flagging and directing traffic, setting up traffic signs, hauling materials and supplies, mowing, clearing brush, spraying weeds, removing trash from roadways and ditches, repairing and replacing road signs and guard rails, etc. Work involves operating equipment such as truck-mounted snowplows, sanders, loaders, dump trucks, pickups, and tractor-mounted mowers; lifting and carrying heavy items frequently; working outdoors in all types of weather; and operating a two-way radio.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role operate light to medium-duty motorized equipment such as power tools, dump trucks, loads, flatbed trucks, self propelled brooms, rollers, and other equipment basic to highway maintenance functions.
- Employees flag traffic and make simple repairs.
- Employees perform a variety of semi-skill maintenance duties.

Recommended Education and Experience for Full Performance

High School Diploma or GED and six (6) months experience maintaining roads and operating medium to heavy-duty equipment to include loader, five and ten yard dump truck, self – propelled broom, roller, or mower.

HIGHWAY MAINTENANCE WORKERS

Minimum Qualifications

Eighth grade education.

Operational

- Employees in this Role operate medium-duty to heavy motorized equipment, such as single axle flatbed dump trucks, large or small front end loaders, small pull-type tractors, self propelled brooms, and oil distributors.
- Employees perform a variety of skilled and semi-skilled maintenance duties required on a patrol.

Recommended Education and Experience for Full Performance*

High School Diploma or GED and one (1) year experience maintaining roads and operating medium to heavy-duty equipment to include loader, five and ten yard dump truck, self – propelled broom, roller, and/or mower. This position may require Herbicide, Tanker and/or Hazmat endorsement.

Minimum Qualifications

High School Diploma or GED and six (6) months of experience maintaining roads and operating medium to heavy-duty equipment to include loader, five and ten yard dump truck, self – propelled broom, roller, and/or mower. This position may require Herbicide, Tanker and/or Hazmat endorsement.

Advanced

- Employees in this Role operate the most complex heavy-duty equipment used to maintain, build, and upgrade highways.
- Employees inspect roadways to evaluate effectiveness of the maintenance management system.
- Employees implement measures for highway maintenance and repair as a result of inspections.
- Employees provide technical consultations regarding repairs to road surfaces, shoulders, structures, signs, drainage facilities, and road debris removal.

Recommended Education and Experience for Full Performance

High School Diploma or GED and three (3) years experience maintaining roads and operating medium to heavy-duty equipment to include loader, blade, five and ten yard dump truck, self – propelled broom, roller, and/or mower. This position may require Herbicide, Tanker and/or Hazmat endorsement.

Minimum Qualifications

High School Diploma or GED and one (1) year of experience maintaining roads and operating medium to heavy-duty equipment to include loader, blade, five and ten yard dump truck, self – propelled broom, roller, and/or mower. This position may require Herbicide, Tanker and/or Hazmat endorsement.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

HIGHWAY MAINTENANCE WORKERS

Knowledge

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

Operation and Control — Controlling operations of equipment or systems.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Speaking — Talking to others to convey information effectively.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

HIGHWAY MAINTENANCE WORKERS

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Statutory Requirements: Applicants for the Basic and Operational Roles must possess a NM Drivers License, and must acquire a New Mexico Class B CDL within 6 months of hire. Applicants for the Advanced Role must possess a NM Drivers License and a New Mexico Class A CDL at time of hire. Post-Offer Physical and Pre-Employment Drug Test are required for safety sensitive classifications.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001 **Revised:** 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.