

# Job Descriptions and Recommended Training Guide

- TxLTAP -

Texas County/City Road  
Bridge Workers  
Foremen Supervisors



UNIVERSITY OF TEXAS



ARLINGTON



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## Project Purpose

- Grant Program (TxLTAP) in the framework of a grant from the Federal Highway Administration (FHWA) State Transportation Innovation Council (STIC) approved by the STIC of Texas and the FHWA Centre for the Acceleration of Innovation.
- This project aims to help cities and counties attract, develop, train, and retain highway and bridge staff to the extent of their potential.
- Several Texas counties, informational sources from the Texas State Auditor's Office (job classification database), and the American General Contractors (Texas chapter) Redbook have provided information and advice on this initiative. The support from the counties of Texas and sources created this handbook to include:
  - A functional perspective on employment in urban and rural cities and counties.
  - The job descriptions are available for nearly any job on the road or the bridge in an organization, no matter the company's volume.
  - A comprehensive review and documentation of typical job tasks, knowledge, skills, abilities, minimum education, and experience requirements are generally associated with highway and bridge-related jobs.
  - Job description templates are structured to be flexible for clients/participants to add, remove, or modify information to meet the city or county's needs.
  - A systematic job description program for the city or county if either is away. The status of industry job descriptions benefits throughout Texas.
- This project also includes the opportunity for on-site consultation time, flexibility to the client's needs, to establish how to set up using the job descriptions at no cost to the city or county.
- We especially want to thank the following staff for taking the time to review and comment on the job descriptions. The knowledge and initiative are genuinely appreciated.

**Katherine Branch**, Galveston County ▪ **Melissa Carrillo**, El Paso County ▪ **Esmeralda Delmas**, Smith County ▪ **Jessalynne Denison**, Andrews County ▪ **Fabian Galaz**, Starr County ▪ **April Metcalf**, Bell County ▪ **Michelle Perez**, Travis County ▪ **Rebecca Ramos**, Lampasas County ▪ **Cynthia Smith**, Tarrant County



## Use Of Guide

### Developed for:

- County Judges and Commissioners
- City/County Engineers
- Road Administrators
- Human Resource Officers
- Classification and Compensation Specialists
- An addition to all personnel involved in the classification training of road and bridge.

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The crosswalk table provided on page 8 will allow you to identify the title used, preferably the title of the position used in your organization. Under Job Descriptions(JD), you will see universal job titles.

**Example:** This guide shows that an R&B Equipment Operator I can also be identified as a Roadway Technician I, Transportation Maintenance Specialist I, Crew Member I, or Road Maintenance Worker I. We are not suggesting or implying that you should change the name of your current employment; these are shared examples of options and suggestions with you.

Texas Local Technical Assistance Program (TxLTAP)  
TxLTAP@uta.edu  
817.272.9678  
817.272.9617

For additional questions or concerns regarding resources, technical assistance, scheduling a course, **no cost to you**, for your city/county and website information, please contact the staff:



✔ In Texas, over 60% of the counties do not have Job Descriptions(JD) in place for their road and bridge employees.

**Sample:** The survey-based measures were submitted in October and November 2020 by the University of Texas at Arlington — TxLTAP Computing on job descriptions for 30 Texas counties.

✔ Whether you are a metro, urban or rural county, well-written employee Job Descriptions(JD) will help you align employee direction with your senior leadership's approach and their strategic plan for the county.

✔ Well-written Job Descriptions(JD) help new hires understand their job, set them up for success, and contribute positively to the county. The Job Descriptions(JD) helps set the employee's job performance expectations, alongside coaching and mentoring from their manager.

✔ Taken from the website [www.thebalancecareer.com](http://www.thebalancecareer.com) is a strong and powerful statement: "Effectively developed, employee Job Descriptions(JD) are communication tools that are significant to your organization's success." Success. Communication. Essential items you want in your organization.

✔ Well-written Job Descriptions(JD) will help managers provide feedback to their employees on how well they are doing and how they can improve their performance. It becomes difficult for the employee to perceive the manager's expectations if they cannot provide an accurate and useful appraisal.

✔ "I didn't know I was supposed to do that!" There are many instances where a manager writes- up, disciplines, or terminates an employee for something they did not do on the job. Without a written job descriptions (JDs), the manager puts themselves and the county in a precarious position. None of us have 100% recall of conversations. The manager may or may not told the employee about a task. Now the Human Resources Officer tasked to clean up and fix this problem.

✔ Having well-written Job Descriptions(JD) will help provide a safer work environment. All counties across Texas have some on-the-job safety work policies. Such policies may relate to the motor vehicle or equipment operations, working on roads, working in confined spaces, working in offices. In addition to the policy or any acknowledgment forms the employee may have signed, when it is in the job description that employees must wear personal protective equipment or follow safe work practices, this reinforces the daily reminder of what the employee must do regarding safety.

✔ Well-written and followed Job Descriptions(JD) will help you avoid potential legal issues. Take the Americans with Disabilities Act (ADA), for example. In the absence of or with poorly written job descriptions (JDs) , you subject your organization to legal and punitive risk if you do not have Job Descriptions(JD) (or very poorly written ones) when it comes to the job's physical requirements. ADA complaints are a typical lawsuit often lost by public and private employers.



# Myth vs Reality

**MYTH**

"I don't need a Job Description (JD) written for my employees on what they're supposed to do – they just need to do what I say!"

**REALITY**

Have you ever heard of anything going on or how commissioners or supervisors manage their employees? Managers are more likely to assess employees based on personal preferences and aversions instead of defined performance criteria. Again, there is the potential for unfair labor practices and wrongful dismissal proceedings.

**MYTH**

A Job Description (JD) puts me in a box as a manager. I cannot request or order an employee to do a single job that JD isn't defined.

**REALITY**

The last essential job duty on any Job Description (JD) should read as "Completion of other assigned duties." It allows a manager to assign temporary tasks that the Job Description (JD) doesn't cover. If the duties assigned to the employee become frequently requested or take up 10% or more of an employee's time, it is time to update the Job Description (JD) with that particular task.

**MYTH**

Job Description (JD) puts the employee in a box so they won't be able to improve themselves.

**REALITY**

Employee Job Descriptions (JDs) must be flexible to ensure employees are comfortable with cross-training. They must allow other team members to complete a task and the employee to have the confidence to do appropriate public service. You want to educate people that are comfortable taking reasonable risks to exceed their limits.

**MYTH**

Job Descriptions (JDs) are a waste of my time when hiring. I know what kind of employee I want.

**REALITY**

Job Description (JD) can help identify skills or abilities necessary for a position or the environmental pressures that apply to the situation. A good Job Description (JD) tells the applicant what the job may involve or require. After reading the Job Description (JD) some applicants may decide that they are not a good fit for the position or are not interested.



# Myth vs Reality

<p><b>MYTH</b></p> <p>Myth: We wrote Job Descriptions (JD) 20 years ago, and there's nothing wrong with that.</p>	<p><b>REALITY</b></p> <p>Reality: There are three key reasons why Job Descriptions (JD) need to be reviewed and updated on an ongoing basis. As every three to five years:</p>
<p><b>1   Litigation Liability</b></p> <p>Let's say you are in court defending your company in a personal injury case where an employee blames your company for having him or her work outside his or her jurisdiction. In this case, you will not be able to demonstrate your case without the benefit of an updated JD. The DP demonstrates the physical requirements and functions of the employee.</p>	
<p><b>2   Invalid Post Jury Test</b></p> <p>In the event of an injury, physicians and therapists will also use the Job Descriptions (JD) to test the employee for readiness to return to work.</p>	
<p><b>3   EEOC (The Equal Employment Opportunities Commission) &amp; ADA (American with Disabilities Act) Compliance</b></p> <p>An updated Job Descriptions (JD) protects your county from being exposed to non-compliance if an employee with a disability files a discrimination grievance.</p> <p>For example, consider an employee with a musculoskeletal disability. The demands of lifting 50 pounds without assistance is a critical part of their job.</p> <p>In that case, the physical ability must be clearly indicated in the work description. If this employee is terminated for refusing to lift equipment or materials up to 50 pounds. The Equal Employment Opportunities Commission (EEOC) if your JD has not explicitly set out this physical requirement.</p>	





## Frequently Asked Questions

**Q: Why does this project provide only the listed job descriptions?**

**A:** This project has a limited scope of work related to positions aligned with a county or municipality's road and bridge positions. This narrow work approach is due to the charter and funding under which the project must operate. The Federal Highway Administration Incentive Award and sanctioned through the Texas State Transportation Innovation Council funds the project. Work on this project must be related to transportation-oriented positions, such as those typical to a Road & Bridge department.

**Q: What other type of assistance can I get under this project regarding job descriptions?**

**A:** There are provisions in this project for a well-qualified HR professional to come on-site and help your HR person, commissioners, and managers (you decide who to bring to the table) to discuss and customize Job Descriptions(JD) for your county – at no cost to you. If needed, Job Descriptions(JD) Questionnaires will be built, distributed, tabulated, and provided to county management's critical stakeholders for use in the customization of Job Descriptions(JD) adapted to be.

**Q: I do not know how to write a job description. Where can I get help?**

**A:** There are many sources available on the Internet that will help you create Job Descriptions(JD); however, use caution! The best way to write solid, legally defensible Job Descriptions(JD) is to use a Human Resource professional experienced with job descriptions. This project provides your county with a "jump start" into using Job Descriptions(JD) that are Road and Bridge specific. Nineteen individual Job Descriptions(JD) have been created based on input from numerous other Texas counties, the Texas State Auditor's Office resources, HR professionals, and subject matter experts.

**Q: How much detail needs to be in a job description?**

**A:** As much or as little you desire. A section in this FAQ outlines components of a Job Descriptions(JD) you should consider adopting based on industry best practices and standards.



## Frequently Asked Questions

**Q: How much time will it take to create and maintain job descriptions?**

**A:** The best answer is "How much time do you have to invest in defending a wrongful termination lawsuit; an EEOC complaint; or battling a Workers Compensation Claim due to a lack of a good Job Descriptions(JD)?" Using the Job Descriptions(JD) that have developed for you in the Road & Bridge job family will give you the jump start you need for R&B operations and provide ideas for creating Job Descriptions(JD) for other job families such as IT, administrative, etc.

**Q: If we adopt job descriptions for our employees, who should be responsible for reviewing and maintaining them?**

**A:** If your county has a Human Resources Officer or HR department, that is the logical business unit to place the Job Descriptions(JD). HR will work with commissioners and managers of different departments to create or update Job Descriptions(JD) regularly.

**Q: If we adopt job descriptions, do we have to promote employees when they meet automatically minimum qualifications of the next level up in a job family, say from R&M Equipment Operator I to R&M Equipment Operator II?**

**A:** No. Promotions are at the discretion of each county. The simple existence of Job Descriptions(JD) does not obligate an employer to "automatically" promote an employee.

**Q: Once you've set up a Job Description (JD), can the employer change it?**

**A:** Yes. As functions change within any organization, Job Descriptions(JD) should change also. Would it make sense that if you hired an employee as an R&B Truck Driver whose sole duty is to operate and maintain dump trucks day-in and day-out, then realize you also need them to load and unload materials in the dump trucks and not change their Job Descriptions(JD)? Change the Job Descriptions(JD) to require operating backhoes or loaders safely and efficiently as part of their Job Descriptions(JD). Remember, you can always provide the estimated time on any tasks such as 80% driving trucks, 15% loading/unloading materials, and 5% performing preventive maintenance on trucks and equipment.



## Frequently Asked Questions

**Q: What are the best practices for what a job description should contain?**

**A:** The main components of a Job Descriptions(JD) should contain the following:

- The title of the job, such as Road & Bridge Equipment Operator III
  - FLSA status: Exempt or Non-exempt
  - Salary Range – you may choose list or not salary ranges
  - Summary of Functions
  - Distinguishing Characteristics – what sets this Job Descriptions(JD) apart from others
  - Management Scope of the Position
  
- Duties and Responsibilities
  - Percentage of time
  - Essential/Non-essential
  
- Minimum Qualifications
  - Education, Experience, Training
  - Licenses, Registrations, Certifications or Special Requirements preferred
  - Knowledge, Skills and Abilities
  - Physical/Environmental Requirements and Other Information

**Q: Are we required by federal or state law to have job descriptions?**

**A:** No. However, without Job Descriptions(JD) in place, you subject your county and managers to the following risks and challenges:

- Are the unknown expectations of the employee which leads to an excessive turnover.
- Disciplinary issues
- Risk of litigation
- Impartial decision making for promotions or merit raises
- Poor work performance by lackadaisical employees

**Q: Why do you have multiple levels of job descriptions such as Road & Bridge Equipment Operator I, II, III, and IV? If we adopt JDs in our county, do we have to use all of the levels?**

**A:** Having multiple levels of Job Descriptions(JD) provide the following:

- Talent acquisition made easier by applicants seeing that advancement is possible.
- Level cutters based on skill and competencies; it fits the employee to the level at which they perform on the job.
- Allows you to structure pay ranges to the levels instead of one big pay scale.
- Drives healthy competition among employees to advance themselves.



# Job Description Crosswalk

Matrix Functional Title	Also Called	Other Alias
R&B Equipment Operator I	Roadway Maintenance Technician I	<ul style="list-style-type: none"> <li>▪Transportation Maintenance Specialist I</li> <li>▪Equipment Operator I</li> </ul>
R&B Equipment Operator II	Roadway Maintenance Technician II	<ul style="list-style-type: none"> <li>▪Transportation Maintenance Specialist II</li> <li>▪Equipment Operator II</li> </ul>
R&B Equipment Operator III	Roadway Maintenance Technician III	<ul style="list-style-type: none"> <li>▪Transportation Maintenance Specialist III</li> <li>▪Equipment Operator III</li> </ul>
R&B Equipment Operator IV	Roadway Maintenance Technician IV	<ul style="list-style-type: none"> <li>▪Transportation Maintenance Specialist IV</li> <li>▪Equipment Operator IV</li> </ul>
R&B Foreman I	Crew Chief I	<ul style="list-style-type: none"> <li>▪Roadway Lead Worker I</li> <li>▪Roadway Crew Chief I</li> </ul>
R&B Foreman II	Crew Chief II	<ul style="list-style-type: none"> <li>▪Roadway Lead Worker II</li> <li>▪Roadway Crew Chief II</li> </ul>
R&B Supervisor	Maintenance Supervisor	N/A
R&B Equipment Operator I	R&B Crew Member I	Road Maintenance Worker
R&B Equipment Operator II	R&B Crew Member II	Road Maintenance Worker, Intermediate
R&B Equipment Operator III	R&B Crew Member III	Road Maintenance Worker, Senior
R&B Equipment Operator IV	R&B Crew Member IV	N/A
R&B Foreman I	N/A	N/A
R&B Foreman II	N/A	N/A
R&B Supervisor	N/A	N/A
R&B Truck Driver I	Truck Driver	N/A
R&B Truck Driver II	Truck Driver, Intermediate	N/A
R&B Truck Driver III	Truck Driver, Senior	N/A
R&B Welder	N/A	N/A
R&B Mechanic I	Equipment Mechanic I	Service Technician I
R&B Mechanic II	Equipment Mechanic II	Service Technician II
R&B Mechanic III	Equipment Mechanic III	Service Technician III
R&B Mechanic Supervisor	Fleet Manager I	Service Technician Supervisor
R&B Traffic Signs & Markings Worker I	Sign Technician I	N/A
R&B Traffic Signs & Markings Worker II	Sign Technician II	N/A
R&B Construction/Maintenance Inspector I	Engineering Inspection Specialist	N/A
R&B Construction/Maintenance Inspector I	Engineering Inspection Specialist, Senior	N/A
R&B Construction/Maintenance Inspector II	N/A	N/A



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Performs entry-level work in the operation of heavy and light equipment. Performs road construction and maintenance work in one or more specialized public works programs. Work includes reconstruction/rehabilitation, surface maintenance, secondary drainage, right-of-way maintenance, or customer services programs. Work involves coordinating the maintenance, operation, and repairs of equipment. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

**Distinguishing Characteristics:**

This is the first in a series of four (4) equipment operator-related job classifications within this job family. This classification is distinguished by the operation of light and heavy motorized equipment and my experience in Road Maintenance applications, including road, right of way repairs, traffic control, and response to citizen complaints. This classification may require a flexible work schedule to meet the needs of the department.

**Management Scope: N/A**

**Duties and Responsibilities:**                      % of Time                      Essential / Non-Essential

1. Operates various light and heavy equipment involved in construction and maintenance projects, such as rollers, backhoes, front-end loaders, forklifts, dump trucks, or mowers.
2. Performs preventive maintenance inspections, routine servicing, and minor repairs on equipment.
3. Ensures adherence to safety standards when operating equipment and at all other times.
4. Picks up rocks, leaves, and trash and cleans up after heavier equipment and assists in the loading and unloading of trucks; install guardrails, repairs detached or dented guardrails; patches potholes
5. Inspects equipment to ensure that it meets safety and operational specifications.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

- 6. May perform other work as directed during emergencies such as floods, tornadoes, hurricanes, accidents, and hazardous material spills.
- 7. Assists with traffic control operations in work zones as directed.
- 8. Trains on equipment utilized by R&B Equipment Operator II.
- 9. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

- Requires a High School diploma or GED equivalent.
- Requires six months of experience in construction, maintenance, or repairs of roadways, bridges, and operating heavy and light construction equipment or closely related experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

- Must obtain within six months of hire a Texas Class A CDL.
- Work Zone Flagger Training certificate

**Preferred:**

In possession of a valid Texas Class A CDL at time of hire.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Knowledge, Skills & Abilities:**

**Knowledge :**

- Policies, practices, procedures, and methods of assigned function.
- Applicable safety practices and regulations.
- Texas Motor Vehicle Code and other codes, laws, and statutes relating to the given position.
- Light equipment and tools used in road maintenance.

**Skills:**

- Operating a variety of road maintenance light equipment safely.
- Operating grounds maintenance equipment safely.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

**Abilities:**

- Safely and correctly apply road construction and maintenance techniques.
- Safely and correctly drive light road maintenance and construction vehicles and equipment.
- Understand and follow instructions and communicate effectively, as required.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances. May work weekends, holidays, and 24/7 standby. As members of the County Emergency Response System, all County employees are designated as Disaster Service During a proclaimed emergency, workers may be required to train on emergency response and perform certain emergency services at the direction of their supervisor.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.

# Job Description



Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Performs moderately complex (journey-level) transportation operations or maintenance support work. Work involves Performing various transportation operations or maintenance activities, including patching broken or eroded pavement, operating trucks, removing debris from roadways, and repairing street signs and crosswalks. Uses trucks and other light and heavy equipment. Also, it supports other assignments relating to the maintenance of County roads, bridges, parks, and rights-of-way. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

**Distinguishing Characteristics:**

This is the second in a series of four (4) equipment operator-related job classifications within this job family. This classification is distinguished by the operation of light and heavy motorized equipment and my experience in Road Maintenance applications, including road, right of way repairs, traffic control, and response to citizen complaints. This classification may require a flexible work schedule to meet the needs of the department.

**Management Scope: N/A**

**Duties and Responsibilities:**

% of Time

Essential / Non-Essential

1. Drives and operates light and heavy equipment, including track and pneumatic tire excavation equipment, loaders, asphalt paving machines, backhoes and dozers, motor graders, dump trucks, tank trucks, steel drum, and pneumatic tire compaction machines, and other equipment.
2. Including haul trucks; load, tie-down, and transport of equipment according to the proper state and federal requirements.
3. Performs traffic control at the job site to ensure a safe working environment. Places and gathers traffic control signs and barricades within construction work zones and directs traffic.
4. Removes trash, erects fences and barricades, installs culverts, repairs, erects signs and guard rails, places hot or cold asphalt mix, repairs driveway approaches, and applies dust control emulsion to roadways.
5. Performs various additional general labor tasks associated with assigned construction and maintenance projects as required.





# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

- 6. Operates heavy equipment under immediate supervision for emergency relief or training purposes as assigned.
- 7. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

- Requires a High School diploma or GED equivalent.
- Requires one year of experience in construction, maintenance, or repairs of roadways, bridges, and operating heavy and light construction equipment or closely related experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

- Texas Class A CDL with an acceptable driving record.
- Requires FEMA ICS 100, 200, 300 and 400 certifications.
- Work Zone Flagger Training certificate

**Preferred:**

- Texas Pesticide and Herbicide Applicator's License.

**Knowledge, Skills, & Abilities :**

**Knowledge:**

- Applicable safety practices and regulations.
- Applicable provisions that reduce operating hazards and enhance safety rules, regulations, and precautions.
- Accepted maintenance, construction standards, and processes for Roadway & Right of Way maintenance activities.
- Proper implementation and maintenance of Traffic Control plan as outlined in the Texas Manual of Uniform Traffic Control Devices.

**Skills:**

- Operating a variety of road maintenance light and heavy equipment safely at an advanced level.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.
- Diagnosing equipment problems and making field repairs and adjustments.
- Applying proper and applicable safety practices, procedures, and regulations.
- Working with others, including working as a team member.

**Abilities:**

- Safely and correctly operate road construction and maintenance equipment using proper techniques.
- Understand and precisely follow both verbal and written instructions and communicate concisely and effectively.
- Reason and make sound judgments.
- Work independently and efficiently.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

- May work weekends, holidays, and 24/7 standby. As members of the County Emergency Response System, all County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to train on emergency response and perform certain emergency services at their supervisor's direction.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator III</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Performs highly skilled construction or maintenance work in one or more specialized programs, incorporating standard construction and maintenance techniques to produce a finished product to required standards. Work includes traffic control set up in construction zones and drainage right of ways maintenance generated by customer service requests. Operates trucks and other light and heavy equipment. Supports other assignments relating to the care of County roads, bridges, parks, and rights-of-way. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**Distinguishing Characteristics:**

This is the third in a series of four (4) equipment operator-related job classifications within this job family. This classification is distinguished by the operation of light and heavy motorized equipment and my experience in Road Maintenance applications, including road, right of way repairs, traffic control, and response to citizen complaints. This classification will require a flexible work schedule to meet the needs of the department.

**Management Scope:** N/A

**Duties and Responsibilities:**

% of Time

Essential / Non-Essential

- Operates following equipment to include, but not limited to: single and dual axle dump trucks, flatbed trucks, or water trucks; tractors with mowing machine and loader attachments; skid loaders with attachments, compaction rollers, excavators, asphalt maintenance units, backhoes, dozers, motor graders, and any other standard heavy equipment used by the county.
- Operates haul trucks, including load, tie-down, and equipment transport, according to the proper state and federal requirements.
- Utilizes advanced knowledge and skill to calibrate and ensure proper asphalt marking/ striping machines. Operates striping machine to stripe roadways, crosswalks, and other required roadway markings.
- Assists or oversees flaggers to monitor traffic during repairs of roadwork; sets out signs and cones to divert traffic around construction areas according to TMUTCD standards.
- Maintains the record of mileage, servicing, minor maintenance, equipment hours, unit numbers, and destinations of equipment assigned. Estimates and recommends to supervisor; materials needed on a given project; record time and material used. Identifies and recommends equipment needs for each assigned project, request needed tools, equipment, supplies, and materials. Prepares reports as required.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator III</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

6. Follows blueprints to ensure compliance with established standards on roads, culverts, and drainage for maintenance and construction. Incorporate standard construction and maintenance techniques to produce a finished project or product within required specifications.

7. Performs general construction and maintenance duties, such as excavation for drainage ways, removing and replacing concrete sidewalks, curbs, pads in compliance with ADA standards, and cutting brush.

8. Maintains an accurate daily record of team performance, including timekeeping, materials utilized, equipment deployed, and other job-related job-site issues.

9. Performs other job-related duties as assigned.

**Minimum Qualifications:**

**Education, Experience, and Training:**

Requires High School diploma or GED equivalent, **AND** three (3) years of related and increasingly responsible experience in construction, maintenance, or repairs of roadways, bridges, and operating heavy and light construction equipment, **OR** Any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

Texas Class A CDL with an acceptable driving record. Requires FEMA ICS 100, 200, 300, and 400 certifications. Work Zone Flagger Training certificate or Work Zone Traffic Control Instruction certificate or related type certificate.

**Preferred:**

Texas Pesticide and Herbicide Applicator's License Tank Vehicle (N) endorsement  
Hazardous Materials (H) endorsement

**Knowledge, Skills, & Abilities :**

**Knowledge:**

- Operation and maintenance characteristics of light and heavy equipment used for construction and maintenance activities with knowledge of final grade techniques and routine preventative maintenance on motorized equipment.
- Proper calibration and utilization of asphalt marking/stripping machines.
- Operation and maintenance characteristics of primary hand and power tools.
- Applicable provisions that reduce operating hazards and enhance safety rules, regulations, and precautions.
- Accepted maintenance, construction standards, and processes for Roadway & Right of Way maintenance activities.
- Proper implementation and maintenance of Traffic Control plan as outlined in the Texas Manual of Uniform Traffic Control Devices.
- County and Department's Employee Policy and Procedures rules and regulations.
- Industry standards associated with recording activity and report preparation



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator III</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Skills:**

- The use of road maintenance equipment in troubleshooting situations and identifying and implementing appropriate solutions at an advanced level.
- Coordinating the work activities of assigned staff.
- Estimating time, labor, and quantities of materials needed.
- Properly calibrating and utilizing asphalt marking/stripping machines.
- Operating light and heavy construction and maintenance equipment at an advanced level.
- Diagnosing equipment problems and making field repairs and adjustments.
- Reading and interpreting schematics and blueprints.
- Applying proper and applicable safety practices, procedures, and regulations.
- Working with others, including working as a team member.
- Calculating and estimating time schedules, labor required, and quantities of materials needed on roadway and right of way projects.
- Both verbal and written communication.

**Abilities:**

- Safely and correctly operate road construction and maintenance equipment using proper techniques.
- Understand and precisely follow both verbal and written instructions and communicate concisely and effectively.
- To coordinate the schedule of work sequences, interpret plans and specifications, work effectively with the public, communicate effectively, and provide guidance to others.
- Reason and make sound judgments.
- Work independently and efficiently.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator IV</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Performs advanced (senior-level) transportation operations or highway maintenance support work. Work involves coordinating and performing various transportation operations or maintenance activities, including highway construction and maintenance. May serve as lead worker providing direction to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position is distinguished from the Equipment Operator I - III positions by greater work complexity, broader work responsibilities, and light oversight.

**Distinguishing Characteristics:**

This is the fourth in a series of four (4) equipment operator-related job classifications within this job family. This classification is distinguished by serving as a lead worker performing a highly skilled operation of light and heavy motorized equipment. It requires a higher degree of competency in operations and additional experience in Road Maintenance application, including road, right of way repairs, traffic control, and response to citizen complaints. This classification will require a flexible work schedule to meet the needs of the department.

**Management Scope:** N/A

**Duties and Responsibilities:**

% of Time

Essential / Non-Essential

1. Operates following equipment to include, but not limited to: single and dual axle dump trucks, flatbed trucks or water trucks; tractors with mowing machine and loader attachments; skid loaders with attachments, compaction rollers, excavators, asphalt maintenance units, backhoes, dozers, motor graders, and any other standard or specialized heavy equipment used by the county.
2. Coordinates the work of staff engaged in repairing and maintaining roadways and bridges and plans, schedules, and reviews work assignments.
3. Ensures that the project complies with accepted safety standards and traffic control within a construction work zone.
4. Substitutes, if assigned, during temporary absences of direct report supervisor, by performing delegated duties sufficient to maintain continuity of normal operations.
5. Participates in and assists with on-the-job and skill-based training to meet the team and department goals and objectives.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Equipment Operator IV</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Operation and maintenance characteristics of light and heavy equipment used for construction and maintenance activities with knowledge of final grade techniques and routine preventative maintenance on motorized equipment.
- Principles, practices, and methods of leading subordinate staff and probationers.
- Proper calibration and utilization of asphalt marking/stripping machines.
- Departmental record-keeping procedures.
- Applicable provisions that reduce operating hazards and enhance safety rules, regulations, and precautions.
- Accepted maintenance, construction standards, and processes for Roadway & Right of Way maintenance activities.
- Proper implementation and maintenance of Traffic Control plan as outlined in the Texas Manual of Uniform Traffic Control Devices.
- County and Department's Employee Policy and Procedures rules and regulations. Industry standards associated with recording activity and report preparation.

**Skills:**

- The use of road maintenance equipment, troubleshooting situations, and identifying and implementing appropriate solutions at an advanced level.
- Coordinating the work activities of assigned staff.
- Estimating time, labor, and quantities of materials needed.
- Training, developing, setting, coaching, and evaluating appointed crew members.
- Operating light and heavy construction and maintenance equipment at an advanced level.
- Diagnosing equipment problems and making field repairs and adjustments
- Reading and interpreting schematics and blueprints.
- Applying proper and applicable safety practices, procedures, and regulations.
- Working with others, including working as a team member.
- Calculating and estimating time schedules, labor required, and quantities of materials needed on roadway and right-of-way projects.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.



# Job Description

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<b>Job Title:</b> <u>R&amp;B Equipment Operator IV</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Abilities:**

- Safely and correctly operate road construction and maintenance equipment using proper techniques.
- Understand and precisely follow both verbal and written instructions and communicate concisely and effectively.
- To coordinate the schedule of work sequences, interpret plans and specifications, work effectively with the public, communicate effectively, and provide guidance to others.
- Reason and make sound judgments.
- Monitor project progress and develop related reports.
- Manage self and crew time well, perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.





# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Foreman I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

The R&B Foreman I oversee an assigned crew that performs road construction and maintenance work in one or more specialized public works programs. This position’s primary responsibilities are onsite leadership, de-escalating issues, ensuring safety, and proper business operations and policies and procedures are followed on Roadway or Right of Way maintenance projects. Also, work duties include traffic control set up in construction zones, routine roadway, and right-of-way maintenance.

**Distinguishing Characteristics:**

This is the first in a series of two road maintenance-related job classifications within this job family. This classification is distinguished by functioning as a direct line manager over assigned activities of other road maintenance staff and probationers in addition to performing the normal range of road maintenance duties. This classification may require a flexible work schedule to meet the needs of the county.

**Management Scope:** Supervises a crew of up to fifteen (15) crewmembers.

**Duties and Responsibilities:**

% of Time

Essential / Non-Essential

1. Supervises, trains, and assists personnel in performing road construction duties; monitors performance of crew to maintain compliance with specifications and quality standards; organizes, assigns, and coordinates workflow; monitors qualitative and quantitative results.
2. Operates various types of specialized construction equipment to include but is not limited to the following: milling machines, excavators, rollers, crane, trencher, backhoe to break ground, dirt, and rock, and spread materials, load trucks, excavate trenches, patch/resurface streets, make cuts and fills, and perform other work with equipment.
3. Maintains an accurate daily record of team performance, including individual performance, timekeeping, materials utilized, equipment deployed, and other job-related job site issues; inputs data into computer software.
4. Supervise assigned personnel that involves: scheduling, the setting, instructing, guiding, checking, and evaluating work; enforces personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; interviewing applicants and recommending selection.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Foreman I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
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5. Instructs and trains team members as to job assignments to assure timely project completion and quality work.
6. Observes, documents, coaches when appropriate and recommends appropriate action on employee performance to Supervisor.
7. Confers with other supervisors to coordinate activities of individual sections also conduct field surveys to determine necessary repairs and preventive maintenance.
8. Provides budgetary information required from superiors for designated construction projects.
9. Maintains a standby roster of personnel needed to respond to emergencies.
10. Performs other job-related duties as assigned.

**Minimum Qualifications:**

**Education, Experience, and Training:**

High school diploma or GED and six (6) years' experience in road construction or maintenance or any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Commercial Driver's License (Class A or B CDL).

**Preferred:**

Tank Vehicle (N) endorsement.  
 Class A Texas Commercial Driver's License.  
 Work Zone Flagger Training certificate or Work Zone Traffic Control Instruction certificate or related type certificate.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Foreman I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Knowledge ,Skills, & Abilities :**

**Knowledge:**

- Considerable knowledge in the construction and maintenance of roads, bridges, and drainage structures.
- Considerable knowledge of operation and maintenance of construction equipment.
- Personnel policies and procedures.
- Principles and practices of effective customer service.
- Principles and practices of leadership, supervision, training, and performance evaluation.
- Techniques for effective interpersonal communications.
- Applicable safety practices and regulations.
- Proper implementation and maintenance of Traffic Control plans as outlined in the Texas Manual of Uniform Traffic Control Devices.

**Skill:**

- Coordinating the work activities of assigned crew members
- Training, developing, assigning, coaching, and evaluating assigned crew members.
- Operating a variety of road maintenance light and heavy equipment safely.
- Estimating time, labor, and quantities of materials needed.
- Working with others, including working as a team member.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

**Abilities:**

- Allocate personnel and equipment needed to complete scheduled maintenance work, demolitions, or special projects.
- Plan, schedule and supervise unskilled and semi-skilled workers engaged in road maintenance and equipment.
- Maintain accurate records.
- Manage time well.
- Perform inventory control and material ordering for road construction and other construction projects.
- Deliver efficiency and quality at the highest of standards.
- Operate personal computer using standard office operating software and general office equipment.
- Prepare and maintain records.
- Maintain filing systems.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written instructions.
- Deal with the public courteously and effectively.
- Work under stressful conditions.
- Establish and maintain cooperative and effective relationships with those contacted during work.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Foreman I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

**(YOUR COUNTY NAME)** employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Foreman II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

The R&B Foreman II oversees an assigned crew that performs road construction and maintenance work in one or more specialized public works programs. The primary responsibilities of this position are onsite leadership, de-escalating issues, ensuring safety, and proper business operations and policies and procedures are followed on Roadway or Right of Way maintenance projects. Also, work duties include traffic control set up in construction zones, routine roadway, and right-of-way maintenance.

**Distinguishing Characteristics:**

This is the second in a series of two road maintenance-related job classifications within this job family. This classification is distinguished by functioning as a direct line manager over assigned activities of other road maintenance staff and probationers in addition to performing the normal range of road maintenance duties. A higher level of management responsibilities is permitted in this job. This classification may require a flexible work schedule in order to meet the needs of the county.

**Management Scope:** Supervises a crew of up to twenty (20) crewmembers.

**Duties and Responsibilities:**

% of Time

Essential / Non-Essential

1. Supervises, trains, and assists personnel in performing road construction duties; monitors performance of crew to maintain compliance with specifications and quality standards; organizes, assigns, and coordinates workflow; monitors qualitative and quantitative results.
2. Operates various types of specialized construction equipment to include but is not limited to the following: milling machines, excavators, rollers, crane, trencher, backhoe to break ground, dirt, and rock, and spread materials, load trucks, excavate trenches, patch/resurface streets, make cuts and fills, and perform other work with equipment.
3. Supervise assigned personnel that involves: scheduling, setting, instructing, guiding, checking, and evaluating work; enforces personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating, and maintaining harmonious working relationships among subordinates; interviewing applicants and recommending selection.
4. Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety-related training and skills.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Foreman II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
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- 5. Assists with the development of annual budget; monitors assigned budget expenditures; validate expenditures follow county, state, or federal regulations and guidelines.
- 6. Confers with other supervisors to coordinate activities of individual sections also conduct field surveys to determine necessary repairs and preventive maintenance.
- 7. Maintains records involving personnel, equipment and supplies, and schedules personnel and equipment needed to complete scheduled maintenance work, demolitions, or special projects.
- 8. Participates in the development of policies and procedures, and monitors work activities to ensure compliance with established policies and procedures and makes recommendations for changes and improvements to existing standards and practices.
- 9. Manages the career development and performance of staff assigned.
- 10. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

High school diploma or GED **AND** eight (8) years' experience in road construction or maintenance **OR,**

Any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Commercial Driver's License (Class A or B CDL).

**Preferred:**

- Tank Vehicle (N) endorsement.
- Class A Texas Commercial Driver's License.
- Work Zone Flagger Training certificate or Work Zone Traffic Control Instruction certificate or related type certificate.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Foreman II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Knowledge, Skills, & Abilities :**

**Knowledge:**

- Considerable experience in the construction and maintenance of roads, bridges, and drainage structures.
- Considerable experience of operation and maintenance of construction equipment.
- Personnel policies and procedures.
- Principles and practices of effective customer service.
- Principles and practices of leadership, supervision, training, and performance evaluation.
- Techniques for effective interpersonal communications.
- Applicable safety practices and regulations.
- Proper implementation and maintenance of Traffic Control plan as outlined in the Texas Manual of Uniform Traffic Control Devices.

**Skills:**

- Coordinating the work activities of assigned crew members.
- Training, developing, setting, coaching, and evaluating designated crew members.
- Operating a variety of road maintenance light and heavy equipment safely.
- Estimating time, labor, and quantities of materials needed.
- Working with others, including working as a team member.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

**Abilities:**

- Allocate personnel and equipment needed to complete scheduled maintenance work, demolitions, or special projects.
- Plan, schedule, and supervise unskilled and semi-skilled workers engaged in road maintenance and equipment.
- Maintain accurate records.
- Manage time well.
- Perform inventory control and material ordering for road construction and other construction projects.
- Deliver efficiency and quality at the highest of standards.
- Operate personal computer using standard office operating software and general office equipment.
- Prepare and maintain records.
- Maintain filing systems.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written instructions.
- Deal with the public courteously and effectively.
- Work under stressful conditions.
- Establish and maintain cooperative and effective relationships with those contacted during work.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

(YOUR COUNTY NAME) employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Supervisor</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Directs and manages all resources associated with the public works program. Develops, implements, and monitors program and project schedules to ensure effective and efficient construction or service delivery. Directs and manages field supervisors and program staff engaged in roadway reconstruction/rehabilitation, surface treatments, traffic control, secondary drainage, right-of-way maintenance, emergency response, community restitution, and customer services programs.

**Distinguishing Characteristics:**

This classification is responsible for directing and managing public works programs and projects through subordinate supervisors. This classification will require a flexible work schedule to meet the needs of the department.

**Management Scope:** Supervises subordinate supervisors.

**Duties and Responsibilities:**

% of Time

Essential / Non-Essential

1. Manages road maintenance programs and program elements, including roadway reconstruction/rehabilitation, traffic control, secondary drainage, right-of-way maintenance, sign fabrication, and customer services programs. Manages other roads maintenance-related programs and coordinates contract purchases of road maintenance materials.
2. Directs and manages through subordinate field supervisors, work crews, and other staff to ensure policies and procedures are followed, work and safety standards are maintained, and schedules are met. Oversees and participates in interviewing, hiring, coaching, counseling, disciplining, and performance appraisal.
3. Develops and prepares program objectives and schedules, and budgets for each element, including determining resources required to meet work plan objectives. Coordinate's deployment of resources within individual programs and program elements by reviewing and approving schedules and resource assignments.
4. Manages and participates in construction, equipment, and material specifications for various programs and projects. Documents project scope, duration, and resource utilization. Approves proposed project design or scope changes during construction .





# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Supervisor</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

5. Evaluates program objectives and document alternative or modifications to objectives or construction methods. Presents objectives and program goals and schedules to internal staff and the public. Answers questions to clarify program goals and objectives.
6. Evaluates road and right-of-way conditions and formulates decisions regarding method and extent of repair required. Determines resources needed to complete the repair, including staff, materials, and equipment.
7. Communicates with and responds to constituents, other departments, and public or private entities' requests for services or projects.
8. May organize and manage the departments or division operations/dispatch center, administrative support, and emergency response operations.
9. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

Bachelor's degree in Civil Engineering, Public Administration, Planning or a directly related field **AND** six (6) years of increasingly responsible road, bridge, or drainage structure maintenance and construction experience, including three (3) years of progressively responsible supervisory or management experience; **OR**, Any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

**Preferred:**

Texas Class A or B CDL.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Supervisor</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Knowledge ,Skills, & Abilities :**

**Knowledge:**

- Management principles, practices and techniques.
- Policies, practices, procedures and methods of road maintenance and construction.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Equipment, materials and standards used in the construction and maintenance of roadways.
- Applicable safety practices and regulations.
- Budgetary preparation, principles and techniques.
- Equipment and tools used in road maintenance and construction.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

**Skills:**

- Managing, training, developing, assigning, coaching, and evaluating staff.
- Managing road maintenance and construction operations.
- Budgeting resources and costing estimation and allocation techniques.
- Operating a variety of road maintenance equipment safely.
- Both verbal and written communication.

**Abilities:**

- Plan, schedule, prioritize, direct, implement and monitor the work of staff.
- Plan, schedule and manage road maintenance and construction functions.
- Estimate materials, equipment and personnel needed for road and bridge reconstruction and maintenance projects.
- Monitor project progress and develop related reports and statistics.
- Inspect conditions and recommend effective technical solutions.
- Safely and correctly apply road and sign construction and maintenance techniques.
- Read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Supervisor</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

**(YOUR COUNTY NAME)** employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Truck Driver I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Operates dump, water, and haul trucks carrying loads as assigned from point to point. Works safely always, representing the county as a safe operator. Performs routine preventive maintenance on trucks

**Distinguishing Characteristics:**

This is the first in a series of three (3) truck driver-related job classifications within this job family. level position.

**Management Scope:** Supervises subordinate supervisors.

**Duties and Responsibilities:**                      % of Time                      Essential / Non-Essential

1. Delivers materials by driving single or tandem axle dump trucks to and from job sites.
2. Loads and unloads materials from a dump truck.
3. Operates other heavy trucks such as water trucks or haul trucks.
4. Conducts daily pre-and post-operation inspections, documents inspection forms as required.
5. Familiar with and adheres to all federal, state, and county regulations about operating heavy trucks on the roadways.
6. Performs routine preventive maintenance tasks associated with the operation of heavy trucks.
7. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

Requires a High School diploma or GED equivalent.  
Requires six months of experience operating trucks that require a Class A CDL

**Licenses, Registrations, Certifications, or Special Requirements:**

Texas Class A CDL with acceptable driving record.

**Preferred:**

Tank Vehicle (N) endorsement  
Hazardous Materials (H) endorsement



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Truck Driver I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Applicable safety practices and regulations.
- Applicable provisions that reduce operating hazards and enhance safety rules, regulations, and precautions.
- Proper load and tie-down practices.
- Preventive maintenance steps to perform daily.

**Skills:**

- Operating a variety of trucks safely.
- Both verbal and written communication, including conveying and following instructions.
- Diagnosing equipment problems and making field repairs and adjustments.
- Applying proper and applicable safety practices, procedures, and regulations.
- Working with others, including working as a team member.

**Abilities:**

- Safely and efficiently operate loading equipment such as skid steer with a bucket, loader, or backhoe.
- Read, understand, and follow simple instructions.
- Understand and simple processes and routine operation of trucks and equipment.
- Reason and make sound judgments.
- Work independently and efficiently.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Truck Driver II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:** Operates dump, water, and haul trucks carrying loads as assigned from point to point. Can always work safely, representing the county as a safe operator. Can perform routine preventive maintenance on trucks and make minor repairs to trucks to comply with operating requirements.

**Distinguishing Characteristics:** This is the second in three (3) truck driver-related job classifications within this job family.

**Management Scope:** N/A

**Duties and Responsibilities:**                      % of Time    Essential / Non-Essential

1. Delivers materials by driving single or tandem axle dump trucks to and from job sites.
2. Loads and unloads materials from a dump truck.
3. Operates other heavy trucks such as water trucks or haul trucks.
4. Conducts daily pre- and post-operation inspections, documents inspection forms as required.
5. Familiar with and adheres to all federal, state, and county regulations about operating heavy trucks on the roadways.
6. Performs routine preventive maintenance tasks associated with the operation of heavy trucks.
7. Provides input for efficient routes to lead workers.
8. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

Requires a High School diploma or GED equivalent.  
 Requires three (3) years of experience operating trucks that need a class A CDL

**Licenses, Registrations, Certifications, or Special Requirements:**

Texas Class A CDL with an acceptable driving record.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Truck Driver II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Preferred:**

Tank Vehicle (N) endorsement  
 Hazardous Materials (H) endorsement knowledge,

**Knowledge, Skills, & Abilities:**

**Knowledge:**

- Applicable safety practices and regulations.
- Applicable provisions that reduce operating hazards and enhance safety rules, regulations, and precautions.
- Proper load and tie-down practices.
- Preventive maintenance steps to perform daily.
- County and Department's Employee Policy and Procedures rules and regulations.
- Industry standards associated with recording activity and report preparation.

**Skills:**

- Operating a variety of trucks safely.
- Both verbal and written communication, including conveying and following instructions.
- Diagnosing equipment problems and making field repairs and adjustments.
- Applying proper and applicable safety practices, procedures, and regulations.
- Working with others, including working as a team member.

**Abilities:**

- Safely and efficiently operate loading equipment such as skid steer with a bucket, loader, or backhoe.
- Read, understand, and follow complicated instructions.\*Understand and simple processes and routine operation of trucks and equipment.
- Reason and make sound judgments.
- Work independently and efficiently.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Truck Driver III</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Operates dump, water, and haul trucks carrying loads as assigned from point to point. Works safely at all times, representing the county as a safe operator. Performs routine preventive maintenance on trucks. Makes minor repairs to trucks to keep in compliance with operating requirements. Serves as a lead worker to other truck drivers in a crew.

**Distinguishing Characteristics:**

This is the third in three (3) truck driver-related job classifications within this job family. This is an advanced skill level position.

**Management Scope:** Not a supervisor but leads the work of other truck drivers.

**Duties and Responsibilities:**

% of Time

Essential / Non-Essential

1. Delivers materials by driving single or tandem axle dump trucks to and from job sites.
2. Loads and unloads materials from a dump truck.
3. Operates other heavy trucks such as water trucks or haul trucks.
4. Conducts daily pre- and post-operation inspections, documents inspection forms as required.
5. Familiar with and adheres to all federal, state, and county regulations about operating heavy trucks on the roadways.
6. Performs routine preventive maintenance tasks associated with the operation of heavy trucks.
7. Assists with determining routes and loads for other drivers.
8. Participates in and assists with on-the-job and skill-based training to meet the team and department goals and objectives.
9. Observes and reports employee performance to Supervisor, including adherence to county policy and procedures.
10. Performs other job-related duties as assigned.





# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Truck Driver III</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Minimum Qualifications**

**Education, Experience and Training:**

Requires High School diploma or GED equivalent.

Requires five (5) years of experience operating trucks that require a class A CDL

**Licenses, Registrations, Certifications, or Special Requirements:**

Texas Class A CDL with acceptable driving record.

**Preferred:**

Tank Vehicle (N) Endorsement

Hazardous Materials (H) Endorsement

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Applicable safety practices and regulations.
- Applicable provisions that reduce operating hazards and enhance safety rules, regulations, and precautions.
- Proper load and tie down practices.
- Principles, practices, and techniques of leading subordinate staff and probationers.
- Preventive maintenance steps to perform daily.
- County and Department's Employee Policy and Procedures rules and regulations.
- Industry standards associated with recording activity and report preparation.

**Skills:**

- Operating a variety of trucks safely.
- Both verbal and written communication, including conveying and following instructions.
- Coordinating the work activities of assigned staff.
- Training, developing, assigning, coaching, and evaluating assigned crew members.
- Diagnosing equipment problems and making field repairs and adjustments.
- Applying proper and applicable safety practices, procedures, and regulations.
- Working with others, including working as a team member.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Welder</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Under general supervision, the Welder performs skilled work in welding, welding repairs, and the fabrication of various metal accessories and components. This job's location may be in a shop or a mobile environment in the field as work dictates.

**Distinguishing Characteristics:**

This is not an entry-level position but an intermediate position that requires experience and demonstrated skill in welding types and methodologies.

**Management Scope:** N/A

**Duties and Responsibilities:**                      % of Time    Essential/Non-Essential

1. Performs a wide variety of welding jobs related to preventive maintenance, repair, and construction using grinders, cutting torches, drills, electric hammers, saws, and related tools, as well as operating power equipment.
2. Performs pre-welding layout design work and jig preparation, fabricates items, and selects the proper welding tools and material to complete projects.
3. Identifies, undertakes, recommends, and oversees materials, supplies, equipment, parts purchase, and inventory.
4. Reads, understands, interprets, and applies blueprints, schematics, and similar documents.
5. Inspects and evaluates the condition of construction equipment, structures, and other items that require welding repairs or reconstruction and makes appropriate repairs.
6. Uses oxy-acetylene, electric Welder, or arc welding machines to heat, braze cut, resurface, and fit ferrous and non-ferrous metals.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Welder</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

- 7. Performs tasks using cutting, welding, and grinding equipment; utilizes various metals, including steel, copper aluminum, and brass.
- 8. Measures dimensions of products or workpieces to verify conformance to specifications.
- 9. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

High school diploma or GED **and** two (2) years of journey-level welding experience with one (1) year experience as a welder in a heavy equipment construction work environment.

**Licenses, Registrations, Certifications, or Special Requirements:**

Class B CDL with a good driving record.

**Preferred:**

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Relevant federal, state, and local laws, regulations, rules, and ordinances about welding operations.
- County and departmental policies and procedures related to an area of operation and safety, including occupational hazards and safety precautions.
- The use of proper tools, equipment utilized, safety requirements, techniques, practices, and principles of welding principles and practices of all welding and fabrication types.
- Types and blends of ferrous and non-ferrous metals and their compatibility to various welding rods and big wires; raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture of goods.
- Design techniques, tools, and principles involved in producing or repairing materials; safety procedures.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Welder</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Skills:**

- Using oxyfuel, shielding metal arc welding (SMAW) (aka stick), metal inset gas (MIG), and an inert tungsten gas (TIG) types of welding.
- Proficient with the use of plasma cutters.
- Proficient in flat, horizontal, vertical, and overhead welding positions.
- Applying proper and applicable safety practices, procedures, and regulations.
- Working with others, including working as a team member.

**Abilities:**

- Design and draft plans from blueprints.
- Develop cost estimates for various projects.
- Work within internal and external environments with exposure to extreme weather and temperature conditions.
- Maintain a balanced position while moving hands and arms.
- Read, understand, and follow complicated instructions.
- Reason and make sound judgments.
- Work independently and efficiently.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes, and hazardous chemicals. Requires the use of Personal Protective Equipment as required by job circumstances.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Can performs entry-level motor vehicle maintenance and repair work. Work involves repairing or replacing worn or broken parts, conducting preventive maintenance activities, and servicing motor vehicle equipment and related gasoline, diesel, or alternative fuel engine-powered equipment. Can works under close supervision, with minimal latitude for the use of initiative and independent judgment. Can perform all work in compliance with established work schedules, methods, and safety procedures and practices. Work is performed in a shop or a field environment via a mobile service truck.

**Distinguishing Characteristics:**

This position is the first in a series of three equipment mechanic-related job classifications within this job family. This classification distinguishes the maintenance and repair work on heavy motor vehicles and equipment and by the experience. This classification may require a flexible work schedule to meet the needs of the department.

**Management Scope:** N/A

**Duties and Responsibilities:**                      % of Time                      Essential/Non-Essential

1. Services, inspects, diagnoses, and repairs heavy motor vehicles and equipment by preventive maintenance schedules or unscheduled repair work, such as tune-ups, necessary and extensive brake jobs, rear end, front end, fuel system, electrical systems, ignition system, engine overhaul, tire repair and mounting, hydraulic systems, rebuilding carburetors, starters, and engines.
2. Conduct's quality control checks and tests. Test drives heavy motor vehicles and equipment.
3. Maintains records of repairs made, work orders, parts used, and time worked.
4. Types of research, locate, and completes purchase requests for parts orders.
5. Cleans equipment and maintains a clean and safe work area and environment.
6. Performs new heavy motor vehicle and equipment make-ready.
7. Performs on-the-road repairs of disabled road equipment and vehicles.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

- 8. Cleans and maintains vehicles, heavy equipment, tools, diagnostic equipment, and garage.
- 9. Maintains a safe work area and environment.
- 10. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

Graduation from an accredited high school or GED Program. Two (2) years of work-related experience **or** any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

- Must possess and maintain a valid state driver’s license with a good driving history.
- May requires a Texas vehicle inspector license.
- Requires FEMA NICS 100, 200, 700, and 800 certifications.

**Preferred:**

- Welding experience.
- Automotive Service Excellence (ASE) Certification.
- Two (2) years of diesel engine experience, training, or Certification.

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Methods, equipment, materials, and tools used in repairing heavy motor vehicles and equipment.
- Federal, State, Local, and County applicable laws, rules, regulations, guidelines; and applicable automotive / equipment standards and procedures.

**Skill in:**

- Using and caring for equipment, tools, and materials
- Applying proper and applicable safety practices, procedures, and regulations
- Working with others, including on a team
- Explaining problems in simple non-technical language
- Calculating estimates of time, labor, and quantities of materials needed
- Diagnosing program to repair or replace
- Both verbal and written communication



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Abilities:**

- Diagnose problems and determine appropriate service or repair.
- Understand and precisely follow both verbal and written instructions and communicate concisely and effectively.
- Maintain accurate records.
- Work efficiently, both independently and as part of a team.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals, and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, poor ventilation, tools, or machinery, indoors/outdoors in all weather types (excessive heat and cold). Requires the use of Personal Protective Equipment as needed for the job circumstances.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Can perform intermediate-level motor vehicle maintenance and repair work. Work involves repairing or replacing worn or broken parts, conducting preventive maintenance activities, and servicing motor vehicle equipment and related gasoline, diesel, or alternative fuel engine-powered equipment. Can work under close supervision, with minimal latitude for the use of initiative and independent judgment. Can perform all work in compliance with established work schedules, methods, and safety procedures and practices. May provide guidance and assistance to lesser skilled mechanics. Work is performed in a shop or a field environment via a mobile service truck.

**Distinguishing Characteristics:**

This section is the second in a series of three equipment mechanic-related job classifications within this job family. This classification distinguishes the maintenance and repair work on heavy motor vehicles and equipment and by the experience. This classification may require a flexible work schedule to meet the needs of the department.

**Management Scope:** N/A

**Duties and Responsibilities:**

% of Time

Essential/Non-Essential

1. Services, inspects, diagnoses, and repairs heavy motor vehicles and equipment by preventive maintenance schedules or unscheduled repair work, such as tune-ups, necessary and extensive brake jobs, rear end, front end, fuel system, electrical systems, ignition system, engine overhaul, tire repair and mounting, hydraulic systems, rebuilding carburetors, starters, and engines.
2. Conduct's quality control checks and tests. Test drives heavy motor vehicles and equipment. Makes recommendations to lead worker or foreman on how to proceed with repairs.
3. Maintains records of repairs made, work orders, parts used, and time worked with little or zero errors.
4. Types of research, locate, and completes purchase requests for parts orders with a high degree of accuracy.
5. Assists and learns how to repair drive trains, including engine overhauls, transmission rebuilds, and clutch replacements.
6. Assists and learns how to repair and maintain vehicle air conditioning units and cooling systems, including radiators, compressors, water pumps, thermostats, belts, etc.
7. Assists and learns how to troubleshoot and repair a vehicle ignition and electrical systems, including wiring, solenoid relays, alternators, etc.
8. Performs new heavy motor vehicle and equipment make-ready.
9. Maintains a safe work area and environment.
10. Performs other job-related duties as assigned.





# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Minimum Qualifications**

**Education, Experience, and Training:**

Graduation from an accredited high school or GED Program. Four (4) years of work-related experience;  
**or;**

any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

- Must possess and maintain a valid class A or B CDL with a good driving history.
- Requires Texas vehicle inspector license.
- Requires FEMA NICS 100, 200, 700, and 800 certifications.

**Preferred:**

- Welding experience.
- Automotive Service Excellence (ASE) Certification.
- Three (3) years of diesel engine experience, training, or certification

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Methods, equipment, materials, and tools used in repairing heavy motor vehicles and equipment.
- Federal, State, Local, and County applicable laws, rules, regulations, guidelines; and applicable automotive/ equipment standards and procedures.
- Computer equipment to include word processing, spreadsheets, databases, and a variety of software packages.

**Skills**

- Using and caring for equipment, tools, and materials.
- Applying proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Diagnosing problem to repair or replace.
- Both verbal and written communication.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Abilities:**

- Diagnose problems and determine appropriate service or repair.
- Understand and precisely follow both verbal and written instructions and communicate concisely and effectively.
- Maintain accurate records.
- Work efficiently, both independently and as part of a team.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals, and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, poor ventilation, tools, or machinery, indoors/outdoors in all weather types (excessive heat and cold). Requires the use of Personal Protective Equipment as required by the job circumstances.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic III</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Can performs advanced-level motor vehicle maintenance and repair work. Work involves repairing or replacing worn or broken parts, conducting preventive maintenance activities, and servicing motor vehicle equipment and related gasoline, diesel, or alternative fuel engine-powered equipment. Can works under close supervision, with minimal latitude for the use of initiative and independent judgment. Can perform all work in compliance with established work schedules, methods, and safety procedures and practices. Work is performed in a shop or a field environment via a mobile service truck.

**Distinguishing Characteristics:**

This section is the third in a series of three equipment mechanic-related job classifications within this job family. This class is distinguished from the Level I & II Fleet Mechanic by greater freedom to act, periodic project lead responsibilities, and a licensure requirement. This classification is determined by the maintenance and repair work on heavy motor vehicles and equipment and by the experience and serving as a lead worker to other mechanics. This classification will require a flexible work schedule to meet the needs of the department.

**Management Scope:** Not a supervisor but leads the work of other mechanics.

**Duties and Responsibilities**

% of Time

Essential/Non-Essential

1. Services, inspects, diagnoses, and repairs heavy motor vehicles and equipment by preventive maintenance schedules or unscheduled repair work, such as tune-ups, necessary and extensive brake jobs, rear end, front end, fuel system, electrical systems, ignition system, engine overhaul, tire repair and mounting, hydraulic systems, rebuilding carburetors, starters, and engines.
2. Coordinates daily activities and events assigned by the Fleet Mechanic Supervisor.
3. As directed, leads department employees, including assigning and reviewing work; responsible for timecards, training, providing input on performance evaluations, and making recommendations on hiring, terminating, and disciplining personnel.
4. Motivates and works with employees to correct deficiencies.
5. Repair's drive trains, including engine overhauls, transmission rebuilds, and clutch replacements.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic III</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

6. Repairs and maintains vehicle air conditioning units and cooling systems, including radiators, compressors, water pumps, thermostats, belts, etc.

7. Troubleshoots and repairs vehicle ignition and electrical systems, including wiring, solenoid relays, alternators, etc.

8. As assigned substitutes for immediate supervisor or co-workers during temporary absences by performing delegated duties sufficient to maintain normal operations continuity.

9. Commit's self to provide excellent customer service and demonstrate commitment through cooperative team and individual efforts.

10. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

Graduation from an accredited high school or GED Program **and** Six (6) years of work-related experience or; any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

- Must possess and maintain a valid class A or B CDL with a good driving history.
- Requires Texas vehicle inspector license.
- Requires FEMA NICS 100, 200, 700, and 800 certifications.

**Preferred:**

- Welding experience.
- Automotive Service Excellence (ASE) Certification.
- Three (3) years of diesel engine experience, training, or certification.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic III</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Advanced mechanical process and techniques used in the inspection, repair, and maintenance of gasoline and diesel automotive equipment and construction machinery.
- Advanced knowledge of the inspection, process, and repairs of automotive and heavy equipment HVAC systems.
- Advanced knowledge of the construction, operation, and maintenance of light, medium, and heavy-duty motorized equipment.
- Advanced knowledge and the processes to inspect and repair hydraulic and electrical equipment.
- Demonstrated efficient use of diagnostic equipment and software.
- Computer equipment to include word processing, spreadsheets, databases, and a variety of software packages.
- Federal, State, Local, and County applicable laws, rules, regulations, guidelines; and applicable automotive/ equipment standards and procedures.

**Skills:**

- Using and caring for equipment, tools, and materials.
- Applying proper and applicable safety practices, procedures, and regulations.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor, and quantities of materials needed.
- Diagnosing the problem and determine appropriate service or repair.
- Read and understand automotive repair and installation manuals.
- Troubleshoot, diagnose, and repair equipment with accuracy and speed.
- Establish and maintain effective working relationships with co-workers and superiors.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic III</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Abilities:**

- Diagnose problems and determine appropriate service or repair.
- Understand and precisely follow both verbal and written instructions and communicate concisely and effectively.
- Maintain accurate records.
- Work efficiently, both independently and as part of a team.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Communicate effectively both orally and in writing.
- Demonstrate leadership and ability to deliver efficiency and quality at the highest of standards.
- Schedule work and available resources to complete the job.
- Establish and maintain effective working relationships with those contacted during work.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals, and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, poor ventilation, tools, or machinery, indoors/outdoors in all weather types (excessive heat and cold). Requires the use of Personal Protective Equipment as needed for the job circumstances.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic Supervisor</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

The Mechanic Supervisor, under minimal direction, supervises mechanic staff engaged in the maintenance and repair of various vehicles and construction and maintenance equipment. The supervisor actively participates in maintaining and repairing County vehicles and equipment. Supervises, observes work in progress, and evaluates assigned personnel.

**Distinguishing Characteristics:**

This classification is responsible for directing and managing the fleet operations programs and projects through subordinate supervisors or direct reports. This classification may require a flexible work schedule to meet the needs of the county.

**Management Scope:** Direct supervisory responsibility for direct reports.

<b><u>Duties and Responsibilities:</u></b>	% of Time	Essential/Non-Essential
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1. Responsible for the management and supervision of mechanics, including assigning and reviewing work, training, completing performance evaluations, and making recommendations on hiring, terminating, and disciplining personnel.
2. Selects, motivates, and evaluates staff; provides or coordinates training and works with employees to correct deficiencies; maintains and updates department employees' personnel records; performs annual performance evaluations of staff.
3. Plans, directs, and coordinates, through subordinate-level staff, the unit work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility, and reviews and evaluates work methods and procedures.
4. Implements and monitors a preventative maintenance program to assure cost-effective maintenance and a scheduled maintenance program to provide care by manufacturer's specifications.
5. Determines when to have maintenance or repairs completed in-house or outsourced to vendors.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic Supervisor</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

- 6. Recommends the actions needed concerning the purchase of supplies, equipment, or significant parts, based on notifications of requests received; meet with sales representatives concerning parts, supplies, and equipment and dealers relating to new equipment; develops and submits specifications for equipment purchases to the purchasing agent or county commissioners and recommends purchasing equipment.
- 7. Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety-related training and skills.
- 8. Prepares and monitors operating budgets related to the fleet, equipment, personnel, and inventory.
- 9. Researches and responds to customer complaints.
- 10. Maintains and reports on fleet equipment performance metrics.
- 11. Develops and implements fleet operations policies and procedures.
- 12. Commit's self to provide excellent customer service and demonstrate commitment through cooperative team and individual effort.
- 13. Maintains a complete inventory system through recording of all vehicle expenditures (full life-cycle cost), original acquisition, upfitting fees, maintenance costs, gasoline, repair parts, supplies, etc.
- 14. Routinely schedules, leads, attends, and participates in meetings, training, and information sessions with staff.
- 15. Performs other job-related duties as assigned.





# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic Supervisor</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Minimum Qualifications:**

**Education, Experience, and Training:**

Graduation from an accredited high school or G.E.D. Program **and** Eight (8) years of work-related experience, including two (2) years supervisory experience (lead worker experience counts) in fleet, mechanical or heavy equipment maintenance or any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

- Possession of a valid State of Texas Class A or B commercial driver's license.
- A/C service and repair certification.
- D.O.T. inspection licensure

**Preferred:**

Hazardous materials endorsement to CDL

**Knowledge, Skills & Abilities:**

**Knowledge:**

Mechanical process and techniques used in the inspection, repair, and maintenance of gasoline and diesel automotive equipment and construction equipment and machinery.

- The acquisition, repair, maintenance, and disposal of automotive, fleet construction, and off-road vehicles and equipment.
- The hazards and safety precautions of the automotive trade and techniques that mechanics should apply.
- The methods and procedures of the mechanical repair trade.
- Considerable knowledge of diesel and gas engine maintenance and repair processes.
- Electrical, hydraulic, and welding processes and practices.
- Principles and practices of adequate employee supervision, training, and evaluation.

\*Business and management principles involved in strategic planning, resource allocation, leadership techniques, and people and resources coordination.

- Modern office procedures, methods, and computer equipment to include Windows and Microsoft-based products.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Mechanic Supervisor</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Skills:**

- Analyzing problems and identify alternative solutions.
- Troubleshooting diagnosing and repairing equipment with accuracy and speed.
- Researching and evaluating new service methods and techniques.
- Test and inspect services and processes to evaluate quality or performance.
- Instilling a culture of proper and applicable safety practices, procedures, and regulations in the workplace.

**Abilities:**

- Prioritize competing priorities.
- Ability to negotiate, develop, and prepare internal service level agreements.
- Supervise the work of others.
- Develop maintenance schedules for vehicles and equipment.
- Deliver both verbal and written instructions and communicate concisely and effectively.
- Maintain accurate records.
- Work efficiently, both independently and as part of a team.
- Reason and make judgments and decisions.
- Manage time well of self and staff, perform multiple tasks, and organize diverse activities.
- Demonstrate leadership and ability to deliver efficiency and quality at the highest of standards.
- Diagnose problems and determine appropriate service or repair.
- Establish and maintain effective working relationships with direct reports and peers.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals, and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, poor ventilation, tools, or machinery, indoors/outdoors in all weather types (excessive heat and cold). Requires the use of Personal Protective Equipment as required by job circumstances.

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Traffic Signs Worker I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

The R&B Traffic Signs Worker I is responsible for assisting in the installation, maintenance, and removal of signs related to construction projects and other county signage needs under the Road & Bridge Department's direction. The employee is in strict adherence to guidelines and under close and frequent supervision.

**Distinguishing Characteristics:**

This employee is the first in a series of two sign tech-related job classifications within this job family. This classification is distinguished by the experience and the ability to perform a skilled journey-level of work in sign fabrication and assembly. This classification may require a flexible work schedule to meet the needs of the department.

**Management Scope: N/A**

**Duties and Responsibilities:** % of Time Essential / Non-Essential

1. Removes, replaces and installs traffic control devices and signs as required in the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
2. Repairs and maintains traffic control equipment.
3. Maintains traffic control vehicle supplies and equipment for daily work schedule.
4. Assists Traffic Sign Technician II's in the maintenance and repair of equipment and tools.
5. Installs and removes signs for traffic control at construction projects performed by the Road & Bridge Department.
6. Cuts and trims metal pipe and angle iron for signposts, hangers, and frames; assembles sign faces and fixtures.
7. Mounts signs on posts with strapping and hang posters from overhead arms by climbing a ladder or operating boom lift, as necessary.
8. Assists with the application of road markings as directed.
9. Assists and documents retro-reflectivity of signs throughout the county and makes recommendations on signs needing to be replaced.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Traffic Signs Worker I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

10. Performs other job-related duties as assigned.

**Minimum Qualifications**

**Education, Experience, and Training:**

- High School diploma or GED **and** one (1) year of related increasingly responsible sign fabrication work experience
- Any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

- Valid Texas Driver's License
- Work Zone Flagger certification

**Preferred:**

- Class A or B CDL

**Knowledge, Skills & Abilities:**

**Knowledge:**

- The Texas Manual on Uniform Traffic Control Devices (TMUTCD) guidelines.
  - Basic electrical and mechanical operations.
  - County and Department's Employee Policy and Procedures rules and regulations.
  - Industry standards associated with recording activity and report preparation.
- \*Applying proper and applicable safety practices, procedures, and regulations.

**Skills:**

- In the operation, light and heavy trucks and other equipment are used in the erection and placement of signs and posts.
- The use of essential hand tools and equipment used to remove, erection, and place signs and posts.
- Prepare and maintain records, maintain filing systems, compile, and organize information.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Traffic Signs Worker I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Abilities:**

- Apply principles and specifications outlined in the Texas Manual on Uniform Traffic Control Devices (TMUTCD) for work zones, signage requirements, and roadway markings.
- Manage time well, perform multiple tasks and organize diverse activities.
- Convey ideas and concepts verbally and in writing.
- Reason and make sound judgments.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, talking, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools, or machinery. Will requires the use of personal protective equipment such as steel-toed boots, masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking, and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Traffic Signs Worker II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

The R&B Traffic Signs Worker II performs road construction and maintenance work specific to traffic markings, signs, and other devices used to regulate, warn, or guide traffic on streets, roads, pedestrian ways, bikeways, or other public roads. This position works independently with specific knowledge to maintain proper and visible roadway signs, as outlined in the Texas Manual of Uniform Traffic Control Devices. Also, this position installs and bears asphalt markings, legends, and striping. As well as assist with the fabrication of road signs and barricades and performs traffic control within road construction work zones.

**Distinguishing Characteristics:**

This section is the second in a series of two sign tech-related job classifications within this job family. This classification is distinguished by performing traffic control sign installation and maintenance and asphalt markings, legends, and striping. This classification has an expanded scope of authority to complete tasks related to sign installation. This classification may require a flexible work schedule to meet the needs of the county.

**Management Scope:** Non-supervisory, however, may act as a lead worker to R&B Sign Technician I's

**Duties and Responsibilities:**

% of Time

Essential/Non-Essential

1. Installs and maintains traffic control signs and asphalt markings and striping in compliance with the state, federal and local laws, codes, regulations, and procedures. Assists in fabricating road signs and barricades for traffic control in road construction areas. Assists in ordering signs and related materials.
2. Performs general traffic control at the job site to ensure a safe working environment. Places and gathers traffic control signs and barricades within construction work zones and directs traffic within a zone. Observes safety precautions and follow safety rules and regulations.
3. Operates light-duty vehicles and equipment associated with roadway and right-of-way sign and markings maintenance, including pick-up trucks, sign trucks, boom trucks, lifts, and striping machines.
4. Leads the work of and trains Traffic Sign Technician I's to maintain and replace traffic control devices and signs.
5. Inspects all completed work by contractors and in-house resources and ensures compliance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD).



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Traffic Signs Worker II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

- 6. Assists in the development and field implementation of traffic control plans. Inspects traffic control setups by driving them to ensure proper traffic flow and compliance with the TMUTCD.
- 7. Establishes schedule, conducts, and documents retro-reflectivity of signs throughout the county and makes recommendations on signs needing replacement.
- 8. Establishes schedule, conducts, and documents asphalt striping applications to roadways, crosswalks, school, and railroad crossings.
- 9. Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety-related training and skills.
- 10. Performs other job-related duties as assigned.

**Minimum Qualifications:**

**Education, Experience, and Training:**

- High School diploma or GED **AND** three (3) years of related increasingly responsible sign maintenance and fabrication work experience;
- Any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

- Valid Texas Commercial Driver's License (Class A or B CDL)
- Work Zone Flagger certification

**Preferred:**

- Tank Vehicle (N) endorsement.
- Class A Texas Commercial Driver's License.
- Work Zone Flagger Training certificate or Work Zone Traffic Control Instruction certificate or related type certificate.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Traffic Signs Worker II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Considerable experience of the Texas Manual on Uniform Traffic Control Devices (TMUTCD) guidelines.
- Knowledge of basic electrical and mechanical operations.
- Considerable experience in the proper implementation and maintenance of Traffic Control plans as outlined in the Texas Manual of Uniform Traffic Control Devices.
- Computer equipment to include word processing, spreadsheets, databases, and a variety of software packages.
- County and Department's Employee Policy and Procedures rules and regulations.
- Industry standards associated with recording activity and report preparation.
- Applying proper and applicable safety practices, procedures, and regulations.

**Skills:**

- Traffic control sign construction, installation, and maintenance.
- Estimating time, labor, and quantities of materials needed.
- Read and interrupt maps, schematics, plans, or blueprints.
- Operating a variety of road maintenance light equipment safely.
- Working with others, including working as a team member.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.
- In the operation, light and heavy trucks and other equipment are used in the erection and placement of signs and posts.
- The use of essential hand tools and equipment used to remove, erection, and place signs and posts.
- Prepare and maintain records, maintain filing systems, compile, and organize information.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.





# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B Traffic Signs Worker II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Abilities:**

- Follow verbal and written instructions.
- Read and understand plans and plans.
- Utilize independent judgment in planning the sequence of operations.
- Apply principles and specifications outlined in the Texas Manual on Uniform Traffic Control Devices (TMUTCD) for work zones, signage requirements, and roadway markings.
- Manage time well, perform multiple tasks and organize diverse activities.
- Monitor project progress and develop related reports.
- Safely and correctly drive light road maintenance and construction vehicles and equipment.
- Convey ideas and concepts verbally and in writing.
- Reason and make sound judgments.
- Train and advise others.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, talking, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools, or machinery. Requires use of personal protective equipment such as steel-toed boots, masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking, and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

**(YOUR COUNTY NAME)** employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B CST/MNT Inspector I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Summary of Functions:**

Performs inspections using appropriate safety procedures. Monitors evaluate and conduct a variety of assessment-related activities on civil-construction projects, led by county workforces or contractor workforces. The individual acts as a county liaison for communications to the public, developers, and contractors.

**Distinguishing Characteristics:**

This section is the first in two construction/maintenance inspector-related job classifications Road & Bridge job family. This classification is distinguished by the performance of more routine duties assigned. This classification may require a flexible work schedule to meet the needs of the department.

**Management Scope: N/A**

**Duties and Responsibilities:**

% of Time

Essential/Non-Essential

1. Conducts on-site inspection activities of road resurfacing/reconstruction (or other civil-engineering projects). Work-in-process and completed projects ensure compliance with plans and contract specifications. This position involves measuring proposed road sites and checking control points for road, utility, and related data; notifies appropriate individuals of any conflicts or discrepancies.
2. Check's relocation of utilities and inspects construction sites to ensure appropriate placement of signs and barricades, relocation of utility lines and met safety requirements.3. Maintains a record of all work produced and pay items to ensure construction projects are completed by the specified period and pays quantity for monthly and final estimates.
3. 3Maintains a record of all work produced and pay items to ensure construction projects are completed by the specified time and pay quantity for monthly and final estimates.4. Oversees the grading, paving, curbing, storm drain installation and erosion control within County maintained roads, as well as the installation, decommissioning, and inspection of onsite sewage facilities on private property by performing onsite inspection and plan compliance reviews through regular communication with contractors, developers, engineers, landowners, and other general public members.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B CST/MNT Inspector I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

4. Oversees the grading, paving, curbing, storm drain installation and erosion control within County maintained roads, as well as the installation, decommissioning, and inspection of onsite sewage facilities on private property by performing onsite inspection and plan compliance reviews through regular communication with contractors, developers, engineers, landowners, and other general public members.

5. Conducts routine monitoring, inspections, investigations, sampling, surveying, and proactive patrolling of unincorporated communities to promote public health, safety, and erosion control by identifying any issues related to threats to public health and safety via failing or potentially failing onsite septic facilities; unpermitted or disallowed grading and drainage activity; and nuisances including trash, waste, debris, unattended brush, weed, and foliage and hazards for compliance with local, state and federal laws.

6. Provides technical interpretation and explanation of information and policies and procedures to the public, County staff and officials, developers, designers, architects, engineers, contractors, and outside agencies' representatives.

7. Keeps abreast of the County permit requirements, performs inspections, and coordinates with contractors, developers, engineers, the public, or other agencies to ensure compliance.

8. Able to maintain an applicable database, records, including research field data for various engineering uses in planning. Descriptions of all inspections and ensures construction complies with current county codes and ordinances; and all required work order document. Also, prepares specifications for each project.

9. Commit's self to provide excellent customer service and demonstrate commitment through cooperative team and individual effort, including providing coverage, if assigned, during temporary absences by performing delegated duties sufficient to maintain normal operations continuity.

10. Performs other job-related duties as assigned.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B CST/MNT Inspector I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Minimum Qualifications:**

**Education, Experience, and Training:**

Associate degree in a related Engineering discipline two (2) years of **and** related increasingly responsible inspection work experience;  
 Any combination of education and experience has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver’s License

**Preferred:**

Certified Erosion, Sediment and Storm Water Inspector (CESSWI); **OR**  
 Certified Inspector of Sediment and Erosion Control (CISEC); **OR**  
 Certified Professional in Erosion and Sediment Control (CPESC)  
 Certified Flood Plan Manager (CFM)

**Knowledge, Skills & Abilities:**

**Knowledge:**

- \*Methods and procedures used in inspecting.
- Federal, State, and Local applicable laws, regulatory codes, rules, permits, licenses, practices, standards, policies, and procedures.
- Principles, methods, practices, and techniques of engineering.
- Mathematical and statistical methods as used in engineering and planning.
- Engineering maps and records.
- TxDOT construction regulations, safety codes, and Texas Manual on Uniform Traffic Control Devices.
- Materials sampling and test procedures used in roadway reconstruction or new construction.
- Principles and practices related to public works projects and or contract plans, specifications, and estimates.
- Methods, procedures, and techniques of inspections, compliance, and enforcement.
- Computer equipment includes word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B CST/MNT Inspector I</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, talking, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools, or machinery. Must be mobile enough to conduct geological site reviews and inspect systems with a high degree of visual acuity and foot control. Will requires the use of personal protective equipment such as steel-toed boots, masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking, and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

**(YOUR COUNTY NAME)** employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.



# Job Description

Your Logo Here

<p><b>Job Title:</b> <u>R&amp;B CST/MNT Inspector II</u></p> <p><b>Reports to</b> _____</p> <p><b>Department</b> _____</p> <p><b>Division</b> _____</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Job Code</b></td> <td>Job Grade</td> </tr> <tr> <td><b>Position #</b></td> <td>FLSA Code</td> </tr> <tr> <td><b>Location Code</b></td> <td>SIC Code</td> </tr> <tr> <td><b>CS Code</b></td> <td>EEO Code</td> </tr> </table>	<b>Job Code</b>	Job Grade	<b>Position #</b>	FLSA Code	<b>Location Code</b>	SIC Code	<b>CS Code</b>	EEO Code
<b>Job Code</b>	Job Grade								
<b>Position #</b>	FLSA Code								
<b>Location Code</b>	SIC Code								
<b>CS Code</b>	EEO Code								

**Summary of Functions:**

Can perform complex inspections work on the new and reconstructed pavement—subdivision construction measurements and assessments on newly constructed streets, curbs, sidewalks, and other related infrastructure. Site development assessments to ensure correct drainage, erosion, and sediment control measures are taken and done by all necessary permitting and to ensure compliance. Can perform complaint investigation and enforcement. Can perform all work using appropriate safety procedures. Monitors, evaluate, and conducts a variety of inspection-related activities on civil-construction projects and environmental health issues. Works to enforce all standards, regulations, and processes identified in the County Subdivision Order & Design Standards and all applicable laws, policies, procedures, rules, regulations, and statutes. The individual acts as a liaison for communications to the public, developers, and contractors.

**Distinguishing Characteristics:**

This section is the second in a series of two construction/maintenance inspector-related job classifications in this job family. This classification is distinguished by the performance of complex duties assigned. This classification may act as a lead for a crew of inspectors. This classification may require a flexible work schedule to meet the needs of the department.

**Management Scope:** Non-supervisory position, however, may act as a lead worker to Inspector I personnel

**Duties and Responsibilities:**                      % of Time                      Essential / Non-Essential

1. Will oversee the grading, paving, curbing, storm drain installation, and erosion control within County maintained roads. The structure, decommissioning, and inspection of onsite sewage facilities on private property by performing onsite inspection and plan compliance reviews through regular communication with contractors, developers, engineers, landowners, and other general public members.
  
2. Supervises and performs inspections for compliance of contracts, regulatory codes, specifications, rules, permits, licenses, standards, policies, and procedures. Reviews plans, specifications and prepares project estimates. You will ensure quality and proper environmental management procedures.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B CST/MNT Inspector II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
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3.Presents programs to the general public, businesses, civic, and community groups regarding program activities, laws, ordinances, policies, procedures, rules, and regulations to enlist community support in meeting desired program objectives, including the dissemination of information regarding the consumer, environmental, and public health activities.

4.Collects and submits information related to the activity that may be harmful to human health, the environment, or erosion control to the appropriate agencies for investigation, including investigation and illegal dumping, illegal discharge into the state's waters, and other related infractions. It may include collecting evidence and providing testimony for court, hearings, meetings, or different situations related to noncompliance issues.

5.Provides public and contractors with information related to traffic control, road closures, time and date of proposed projects, and response to inquiries and complaints by retrieving records and "as-built" notes and conducting related in-depth research; response to questions, complaints, and problems from property owners and the general public; resolves them by contacting the appropriate organization or person/s for resolution.

6.You will work with the contractor for compaction testing, density, or pound testing. Testing will ensure prescribed asphalt/base/sub-base contents and develops standard specifications for materials, construction, asphalt concrete design, and equipment plans. Performs sub-grade base estimates will ensure construction compliance with specifications.

7.Reviews plans and specifications of construction work to be accomplished within new subdivisions, commercial districts, and industrial parks, including monitoring work of subdivision, curbs, streets, drainage, streetlights, and traffic control; developing daily trench safety inspections of new construction and reconstruction work sites; and enforcing back-fill requirements.

8.Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and other inspectors.

9.Attend's meetings and participates with matrix team and project manager to develop all critical phases of projects, including conducting construction reviews, verifying plans, and inspecting photos/videos of proposed job sites.

10.Performs other job-related duties as assigned.



# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B CST/MNT Inspector II</u>	<b>Job Code</b>	Job Grade
<b>Reports to</b> _____	<b>Position #</b>	FLSA Code
<b>Department</b> _____	<b>Location Code</b>	SIC Code
<b>Division</b> _____	<b>CS Code</b>	EEO Code

**Minimum Qualifications**

**Education, Experience, and Training:**

Associate's degree in a related Engineering discipline AND five (5) years of related increasingly responsible inspection work experience;  
Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas, Driver's License, Preferred: Certified Erosion, Sediment and Storm Water Inspector (CESSWI); OR Certified Inspector of Sediment and Erosion Control (CISEC), Certified Professional in Erosion and Sediment Control (CPESC). Certified Flood Plan Manager (CFM).

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Methods and procedures used in inspecting.
- Federal, state, and County rules, regulations, and guidelines related to street maintenance, construction, and drainage, erosion, and sedimentation control measures, and County, State, and TXDOT construction regulations and safety codes and Texas Manual on Uniform Traffic Control Devices.
- Principles, methods, practices, and techniques of engineering.
- Mathematical and statistical methods as used in engineering and planning.
- Engineering maps and records.
- Specification preparation, including standard construction and paving materials and equipment requirements
- Materials sampling and test procedures used in roadway reconstruction or new construction.
- Calculation of cost estimates for resurfacing projects including materials, supplies, and personnel.
- Some familiarity and experience with vehicles and construction equipment (to include backhoe, loaders, dump trucks)
- Methods, practices, and techniques of inspections, compliance, and enforcement.
- Computer equipment provides word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.





# Job Description

Your Logo Here

<b>Job Title:</b> <u>R&amp;B CST/MNT Inspector II</u>	<b>Job Code</b>	Job Grade
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**Skills:**

- Interpreting written documents, including construction plans, engineered blueprints, specifications, contract provisions, and written manuals.
- Interpreting laboratory test data.
- Analyzing data, technical engineering data, and reports.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards for a variety of engineering projects.
- Using and caring for equipment, tools, and testing materials.
- Operate personal computer using standard office operating software and general office equipment, and various software applications.
- Prepare and maintain records, maintain filing systems, compile, and organize information.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions. \* Both verbal and written communication.
- Reading, interpreting, and communicating instructions.

**Abilities:**

- Interpret maps, plans, specifications, standards, policies, procedures, and regulatory codes.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Convey ideas and concepts verbally and in writing.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.
- Maintain strict confidentiality.
- Use initiative and independent judgment within established procedural guidelines.
- Complete projects on time and within budget.
- Effectively communicate both orally and in writing.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, talking, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools, or machinery. Must be mobile enough to conduct geological site reviews and inspect systems with a high degree of visual acuity and foot control. It is required to use personal protective equipment such as steel-toed boots, masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking, and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

(YOUR COUNTY NAME) employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.



## Use Of Additional Templates

Use of Additional Templates The information contained on the following templates for Physical Working Environment and Minimum Physical Requirements is provided and for each city/county to determine whether to use them or not in conjunction with all or selected Job Descriptions.

In research of job descriptions (or shortage of) on over 30 county websites, the results are that approximately 20% of counties published information on physical working environments or physical requirements specific to each job as a part of their job descriptions.





# Physical Working Environment

The physical working conditions that the employee will encounter for the job description for Road & Bridge, all positions, are listed below. The information below shall be used to establish a minimum standard of the evaluation of applicants for positions in the job classification

PHYSICAL REQUIREMENT	DEGREE
Hearing Acuity	Low – Average – Sharp
Visual Acuity	Rough – Average - Precision
Visual Color Acuity	Low – Average - High
Manual Dexterity	Low – Average – Sharp
Operate Moving Equipment	Yes - No
Operate Vehicles	Use county vehicle for work
Environment	Office - Field
Extremes	Low – Average - High
Noise	Low – Average - High
Chemicals	Low – Average - High
Confined Space	Low – Average - High
Heights	Low – Average - High
Uneven Terrain	Low – Average - High
Other Special Physical Requirements	Low – Average - High



# Physical Minimum Requirements

The physical minimum qualifications for the job description for Road & Bridge are listed below. The information shall be used to establish a minimum standard of the evaluation of applicants for positions in the job classification and in reviewing the capabilities and physical restrictions of employees returning from Industrial and Illness leaves of absence.

In an 8-hour workday an employee can be expected to:  
 (Note: Rare = 1-10% Occ.=11-33% Freq.=34-66% Cont.=67-100%)

ON THE JOB	NEVER	RARE	OCC.	FREQ.	CONT.
Bend/Stoop					
Squat					
Crawl					
Climb					
Reach above shoulder					
Couch					
Kneel					
Sit					
Push/Pull					
Stand					
Other (define)					

Active/lbs.	0-10	11-24	25-34	35-50	51-74
Lifting					
Carrying					
Push/Pull					

Weight limitations: Indicate frequency (Never, Occ. Freq., Cont.)



# TRAINING INFORMATION

This section is provided for your use as an informational resource to correlate suggested training that employees should take according to the position they will be taking on or the job description/job level they are currently holding.

Most training courses suggested for each job description are available at **no cost** to your county or municipality. Circumstances may apply for each entity.

## **HOW TO IMPLEMENT THIS SECTION OF THE GUIDE**

A Job Family is a group of jobs involving similar work and requires identical training, skills, knowledge, and expertise. Sub-families are a smaller group of jobs within a more extensive job family and describe specialized functions. Job families help compare and organize related positions.

**Example:** If you hire an Equipment Operator II, the ideal candidate will have the knowledge, skills, and capabilities listed in the Job Description (JD). They have followed the training for an operator in my station and completed the remaining training for an operator II.

The training available is suggestions and guidance. Your human resource officer, county engineer, commissioner, or direct subordinate supervisor will guide you in what is necessary for the hired position. You are not required to document the training. These are recommendations for you to expand you or your employees to exceed their potential.

### **Three Sources Identify Covered Training:**

- The University of Texas at Arlington - Local Technical Assistance Program (TxLTAP)
- American Association of State Highway Transportation Officials (AASHTO)/Transportation Curriculum Coordination Council (TC3)
- Texas Department of Transportation (TxDOT)

There are suggested training identified on some job descriptions that are not available under this program. We urge you to take advantage of the program and advocate utilizing the UTA | TxLTAP program, which is at no cost to you.





## Contact Information

### **Texas Local Technical Assistance Program (TxLTAP)**

The courses provided on the TxLTAP website can be provided at no cost, with few limitations. The most current training catalog is provided for reference.

**Website:** <http://txltap.org>

**Email:** [Txltap@uta.edu](mailto:Txltap@uta.edu)

**Phone:** 817-272-9678

### **American Association of State and Highway Transportation Officials (AASHTO) | Transportation Curriculum Coordination Council (TC3)**

The TC3 training program is on-line or web-based courses(WBT). These classes are at no cost to counties and municipalities.

**Website:** <https://tc3.transportation.org/training-resources/courses/>  
(Contact information on the website.)

### **Texas Department of Transportation (TxDOT)**

The TxDOT training is available to county and municipal employees at no cost except for National Highway Institute classes that charge per participant.

**Example:** A class has a standard enrollment of 20 participants; however, only 16 TxDOT participants have registered to take the course. The remaining four seats may be filled by city/county participants subject to registration, and there are no walk-ins; you must register to attend these classes. For instructor-led course information and seating availability, please visit the website.

**Website:** <https://www.txdot.gov/government/programs/local-government-projects/training/calendar.html>

**Email:** [email\\_training@txdot.gov](mailto:email_training@txdot.gov)

**Phone:** (512) 416-2000



# R&B Equipment Operator I

Course Code	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP300	Flagger Training	TxLTAP	4	ILT
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP125	Forklift Operator	TxLTAP	8	ILT
LTP155	Backhoe/Front End Loader Operator	TxLTAP	32	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP193	Roller Operator	TxLTAP	8	ILT
LTP194	Compactor Operator	TxLTAP	8	ILT
<b>Category: Optional Development</b>				
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3ED005-19-T1	Math Basics for Maintenance Technicians	AASHTO/TC3	1.5	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT



# R&B Equipment Operator II

Course Code	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP300	Flagger Training	TxLTAP	4	ILT
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
TC3CN024-15-T1	Earthwork: Excavation	AASHTO/TC3	3	WBT
TC3CN025-15-T1	Earthwork: Fill Placement	AASHTO/TC3	4	WBT
TC3CN087-18-T1	Intelligent Compaction	AASHTO/TC3	2	WBT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP125	Forklift Operator	TxLTAP	8	ILT
LTP130	Motor Grader - Beginner	TxLTAP	32	ILT
LTP142	Mini Excavator	TxLTAP	16	ILT
LTP145	Dozer	TxLTAP	32	ILT
LTP155	Backhoe/Front End Loader Operator	TxLTAP	32	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP172	Equipment Load & Tie Down	TxLTAP	8	ILT
LTP193	Roller Operator	TxLTAP	8	ILT
LTP194	Compactor Operator	TxLTAP	8	ILT
<b>Category: Optional Development</b>				
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3ED005-19-T1	Math Basics for Maintenance Technicians	AASHTO/TC3	1.5	WBT
TC3ED007-19-T1	Math Basics for Materials Technicians	AASHTO/TC3	3	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT





# R&B Equipment Operator III

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP300	Flagger Training	TxLTAP	4	ILT
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
AT-TC3MN016-16-T1	Maintenance Series: Shaping and Shoulders	AASHTO/TC3	1.5	WBT
AT-TC3MN019-16-T1	Maintenance Series: Roadway Drainage	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN016-15-T1	Plan Reading: Culvert Plans	AASHTO/TC3	1.5	WBT
TC3CN018-15-T1	Pipe Installation, Inspection and Quality	AASHTO/TC3	7	WBT
TC3CN024-15-T1	Earthwork: Excavation	AASHTO/TC3	3	WBT
TC3CN025-15-T1	Earthwork: Fill Placement	AASHTO/TC3	4	WBT
TC3CN087-18-T1	Intelligent Compaction	AASHTO/TC3	2	WBT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP120	Asphalt Distributor	TxLTAP	32	ILT
LTP125	Forklift Operator	TxLTAP	8	ILT
LTP130	Motor Grader - Beginner	TxLTAP	32	ILT
LTP131	Motor Grader - Intermediate	TxLTAP	32	ILT
LTP140	Excavator (Telescoping Boom/Gradall)	TxLTAP	32	ILT
LTP142	Mini Excavator	TxLTAP	16	ILT
LTP145	Dozer	TxLTAP	32	ILT
LTP155	Backhoe/Front End Loader Operator	TxLTAP	32	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP166	Rotary Broom	TxLTAP	8	ILT
LTP172	Equipment Load & Tie Down	TxLTAP	8	ILT



# R&B Equipment Operator III

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Core Skills – continued</b>				
LTP175	Asphalt Profiler	TxLTAP	32	ILT
LTP192	Skid Steer	TxLTAP	8	ILT
LTP193	Roller Operator	TxLTAP	8	ILT
LTP194	Compactor Operator	TxLTAP	8	ILT
<b>Category: Optional Development</b>				
LTP610	Storm Drainage Pipe Installation	TxLTAP	8	ILT
LTP611	Storm Drainage Pipe and Precast Box Culvert Installation	TxLTAP	8	ILT
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3ED005-19-T1	Math Basics for Maintenance Technicians	AASHTO/TC3	1.5	WBT
TC3ED007-19-T1	Math Basics for Materials Technicians	AASHTO/TC3	3	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT
TC3WO11-18-T1	Winter Equipment Maintenance	AASHTO/TC3	2	WBT
TC3WO13-18-T1	Proper Plowing Techniques	AASHTO/TC3	2	WBT



# R&B Equipment Operator IV

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP300	Flagger Training	TxLTAP	4	ILT
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH410	Small Quantity Spill Response	TxDOT	8	ILT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
AT-TC3MN016-16-T1	Maintenance Series: Shaping and Shoulders	AASHTO/TC3	1.5	WBT
AT-TC3MN019-16-T1	Maintenance Series: Roadway Drainage	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN016-15-T1	Plan Reading: Culvert Plans	AASHTO/TC3	1.5	WBT
TC3CN018-15-T1	Pipe Installation, Inspection and Quality	AASHTO/TC3	7	WBT
TC3CN024-15-T1	Earthwork: Excavation	AASHTO/TC3	3	WBT
TC3CN025-15-T1	Earthwork: Fill Placement	AASHTO/TC3	4	WBT
TC3CN087-18-T1	Intelligent Compaction	AASHTO/TC3	2	WBT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP120	Asphalt Distributor	TxLTAP	32	ILT
LTP123	Asphalt Operations Training	TxLTAP	32	ILT
LTP125	Forklift Operator	TxLTAP	8	ILT
LTP127	Aerial/Scissor Lift	TxLTAP	8	ILT
LTP130	Motor Grader - Beginner	TxLTAP	32	ILT
LTP131	Motor Grader - Intermediate	TxLTAP	32	ILT
LTP132	Motor Grader - Advanced	TxLTAP	32	ILT
LTP140	Excavator (Telescoping Boom/Gradall)	TxLTAP	32	ILT
LTP142	Mini Excavator	TxLTAP	16	ILT
LTP145	Dozer	TxLTAP	32	ILT



# R&B Equipment Operator IV

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Core Skills - continued</b>				
LTP155	Backhoe/Front End Loader Operator	TxLTAP	32	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP164	Sweeper (Regenerative)	TxLTAP	24	ILT
LTP166	Rotary Broom	TxLTAP	8	ILT
LTP172	Equipment Load & Tie Down	TxLTAP	8	ILT
LTP175	Asphalt Profiler	TxLTAP	32	ILT
LTP180	Bucket Truck / Digger Derrick	TxLTAP	24	ILT
LTP192	Skid Steer	TxLTAP	8	ILT
LTP193	Roller Operator	TxLTAP	8	ILT
LTP194	Compactor Operator	TxLTAP	8	ILT
LTP201	Tree Trimming Safety Awareness	TxLTAP	8	ILT
LTP610	Storm Drainage Pipe Installation	TxLTAP	8	ILT
LTP611	Storm Drainage Pipe and Precast Box Culvert Installation	TxLTAP	8	ILT
<b>Category: Optional Development</b>				
UTL101	Subsurface Utility Locating and Marking Workshop	TxLTAP	8	ILT
UTL102	Advanced Utility Locator Training	TxLTAP	16	ILT
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3ED005-19-T1	Math Basics for Maintenance Technicians	AASHTO/TC3	1.5	WBT
TC3ED007-19-T1	Math Basics for Materials Technicians	AASHTO/TC3	3	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT
TC3WO11-18-T1	Winter Equipment Maintenance	AASHTO/TC3	2	WBT
TC3WO13-18-T1	Proper Plowing Techniques	AASHTO/TC3	2	WBT



# R&B Foreman I

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP210	Planning Work Zone Traffic Control	TxLTAP	16	ILT
LTP300	Flagger Training	TxLTAP	4	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
LTP515	Installation & Maintenance of Signs & Pavement Markings	TxLTAP	16	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH410	Small Quantity Spill Response	TxDOT	8	ILT
SFH812	Safety Management Techniques	TxDOT	32	ILT
SFH814	Safety Leadership for Crew Leaders	TxDOT	4	ILT
<b>Category: Personal Development and Communications</b>				
LTP400	Managing Conflict in the Workplace	TxLTAP	8	ILT
LTP404	Basic Supervision and Management Skills	TxLTAP	16	ILT
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
AT-TC3MN015-16-T1	Maintenance Series: Pavement Preservation Program	AASHTO/TC3	1	WBT
AT-TC3MN016-16-T1	Maintenance Series: Shaping and Shoulders	AASHTO/TC3	1.5	WBT
AT-TC3MN018-16-T1	Maintenance Series: Base and Subbase Stabilization and Repair	AASHTO/TC3	1	WBT
AT-TC3MN019-16-T1	Maintenance Series: Roadway Drainage	AASHTO/TC3	1	WBT
AT-TC3MN021-16-T1	Maintenance Series: Roadside Vegetation Management	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN016-15-T1	Plan Reading: Culvert Plans	AASHTO/TC3	1.5	WBT
TC3CN018-15-T1	Pipe Installation, Inspection and Quality	AASHTO/TC3	7	WBT
TC3CN024-15-T1	Earthwork: Excavation	AASHTO/TC3	3	WBT
TC3CN025-15-T1	Earthwork: Fill Placement	AASHTO/TC3	4	WBT
TC3CN087-18-T1	Intelligent Compaction	AASHTO/TC3	2	WBT
DEV103	Success at Work	TxDOT	12	ILT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT



# R&B Foreman I

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Core Skills</b>				
EDC003	Focus on Reducing Rural Roadway Departures (FoRRRwD)	TxLTAP	8	ILT
EDC004	Safe Transportation for Everyday Pedestrians	TxLTAP	8	ILT
EDC005	Project Bundling	TxLTAP	8	ILT
EDC007	Road Weather Management	TxLTAP	2	ILT
EDC008	Safety Edge	TxLTAP	2	ILT
EDC009	Warm Mix Asphalt	TxLTAP	2	ILT
LTP111	Equipment Preventive Maintenance - expanded version	TxLTAP	16	ILT
LTP120	Asphalt Distributor	TxLTAP	32	ILT
LTP123	Asphalt Operations Training	TxLTAP	32	ILT
LTP125	Forklift Operator	TxLTAP	8	ILT
LTP127	Aerial/Scissor Lift	TxLTAP	8	ILT
LTP130	Motor Grader - Beginner	TxLTAP	32	ILT
LTP131	Motor Grader - Intermediate	TxLTAP	32	ILT
LTP132	Motor Grader - Advanced	TxLTAP	32	ILT
LTP140	Excavator (Telescoping Boom/Gradall)	TxLTAP	32	ILT
LTP142	Mini Excavator	TxLTAP	16	ILT
LTP145	Dozer	TxLTAP	32	ILT
LTP155	Backhoe/Front End Loader Operator	TxLTAP	32	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP164	Sweeper (Regenerative)	TxLTAP	24	ILT
LTP166	Rotary Broom	TxLTAP	8	ILT
LTP172	Equipment Load & Tie Down	TxLTAP	8	ILT
LTP175	Asphalt Profiler	TxLTAP	32	ILT
LTP180	Bucket Truck / Digger Derrick	TxLTAP	24	ILT
LTP192	Skid Steer	TxLTAP	8	ILT
LTP193	Roller Operator	TxLTAP	8	ILT
LTP194	Compactor Operator	TxLTAP	8	ILT
LTP201	Tree Trimming Safety Awareness	TxLTAP	8	ILT
LTP220	Heavy Equipment for Wildfire	TxLTAP	8	ILT
LTP610	Storm Drainage Pipe Installation	TxLTAP	8	ILT
LTP611	Storm Drainage Pipe and Precast Box Culvert Installation	TxLTAP	8	ILT
LTP704	Seal Coat Operations	TxLTAP	12	ILT
<b>Category: Optional Development</b>				
UTL101	Subsurface Utility Locating and Marking Workshop	TxLTAP	8	ILT
UTL102	Advanced Utility Locator Training	TxLTAP	16	ILT
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN010-15-T1	Plan Reading: Grading	AASHTO/TC3	1.5	WBT
TC3CN011-15-T1	Plan Reading: Traffic Control Plans	AASHTO/TC3	0.5	WBT
TC3CN012-15-T1	Plan Reading: Erosion and Sediment Control	AASHTO/TC3	0.5	WBT



# R&B Foreman I

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Optional Development - continued</b>				
TC3CN014-15-T1	Plan Reading: County Plans	AASHTO/TC3	1	WBT
TC3CN016-15-T1	Plan Reading: Culvert Plans	AASHTO/TC3	1.5	WBT
TC3ED005-19-T1	Math Basics for Maintenance Technicians	AASHTO/TC3	1.5	WBT
TC3ED007-19-T1	Math Basics for Materials Technicians	AASHTO/TC3	3	WBT
TC3PP001-15-T1	Chip Seal Best Practices	AASHTO/TC3	3	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT
TC3WO11-18-T1	Winter Equipment Maintenance	AASHTO/TC3	2	WBT
TC3WO13-18-T1	Proper Plowing Techniques	AASHTO/TC3	2	WBT



# R&B Foreman II

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP210	Planning Work Zone Traffic Control	TxLTAP	16	ILT
LTP300	Flagger Training	TxLTAP	4	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
LTP515	Installation & Maintenance of Signs & Pavement Markings	TxLTAP	16	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH410	Small Quantity Spill Response	TxDOT	8	ILT
SFH812	Safety Management Techniques	TxDOT	32	ILT
SFH814	Safety Leadership for Crew Leaders	TxDOT	4	ILT
<b>Category: Personal Development and Communications</b>				
LTP400	Managing Conflict in the Workplace	TxLTAP	8	ILT
LTP404	Basic Supervision and Management Skills	TxLTAP	16	ILT
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
AT-TC3MN015-16-T1	Maintenance Series: Pavement Preservation Program	AASHTO/TC3	1	WBT
AT-TC3MN016-16-T1	Maintenance Series: Shaping and Shoulders	AASHTO/TC3	1.5	WBT
AT-TC3MN018-16-T1	Maintenance Series: Base and Subbase Stabilization and Repair	AASHTO/TC3	1	WBT
AT-TC3MN019-16-T1	Maintenance Series: Roadway Drainage	AASHTO/TC3	1	WBT
AT-TC3MN021-16-T1	Maintenance Series: Roadside Vegetation Management	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN016-15-T1	Plan Reading: Culvert Plans	AASHTO/TC3	1.5	WBT
TC3CN018-15-T1	Pipe Installation, Inspection and Quality	AASHTO/TC3	7	WBT
TC3CN024-15-T1	Earthwork: Excavation	AASHTO/TC3	3	WBT
TC3CN025-15-T1	Earthwork: Fill Placement	AASHTO/TC3	4	WBT
TC3CN087-18-T1	Intelligent Compaction	AASHTO/TC3	2	WBT
DEV103	Success at Work	TxDOT	12	ILT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT





# R&B Foreman II

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Core Skills</b>				
EDC003	Focus on Reducing Rural Roadway Departures (FoRRRwD)	TxLTAP	8	ILT
EDC004	Safe Transportation for Everyday Pedestrians	TxLTAP	8	ILT
EDC005	Project Bundling	TxLTAP	8	ILT
EDC007	Road Weather Management	TxLTAP	2	ILT
EDC008	Safety Edge	TxLTAP	2	ILT
EDC009	Warm Mix Asphalt	TxLTAP	2	ILT
LTP111	Equipment Preventive Maintenance - expanded version	TxLTAP	16	ILT
LTP120	Asphalt Distributor	TxLTAP	32	ILT
LTP123	Asphalt Operations Training	TxLTAP	32	ILT
LTP125	Forklift Operator	TxLTAP	8	ILT
LTP127	Aerial/Scissor Lift	TxLTAP	8	ILT
LTP130	Motor Grader - Beginner	TxLTAP	32	ILT
LTP131	Motor Grader - Intermediate	TxLTAP	32	ILT
LTP132	Motor Grader - Advanced	TxLTAP	32	ILT
LTP140	Excavator (Telescoping Boom/Gradall)	TxLTAP	32	ILT
LTP142	Mini Excavator	TxLTAP	16	ILT
LTP145	Dozer	TxLTAP	32	ILT
LTP155	Backhoe/Front End Loader Operator	TxLTAP	32	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP164	Sweeper (Regenerative)	TxLTAP	24	ILT
LTP166	Rotary Broom	TxLTAP	8	ILT
LTP172	Equipment Load & Tie Down	TxLTAP	8	ILT
LTP175	Asphalt Profiler	TxLTAP	32	ILT
LTP180	Bucket Truck / Digger Derrick	TxLTAP	24	ILT
LTP192	Skid Steer	TxLTAP	8	ILT
LTP193	Roller Operator	TxLTAP	8	ILT
LTP194	Compactor Operator	TxLTAP	8	ILT
LTP201	Tree Trimming Safety Awareness	TxLTAP	8	ILT
LTP220	Heavy Equipment for Wildfire	TxLTAP	8	ILT
LTP610	Storm Drainage Pipe Installation	TxLTAP	8	ILT
LTP611	Storm Drainage Pipe and Precast Box Culvert Installation	TxLTAP	8	ILT
LTP704	Seal Coat Operations	TxLTAP	12	ILT
<b>Category: Optional Development</b>				
UTL101	Subsurface Utility Locating and Marking Workshop	TxLTAP	8	ILT
UTL102	Advanced Utility Locator Training	TxLTAP	16	ILT
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN010-15-T1	Plan Reading: Grading	AASHTO/TC3	1.5	WBT
TC3CN011-15-T1	Plan Reading: Traffic Control Plans	AASHTO/TC3	0.5	WBT



# R&B Foreman II

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Optional Development – continued</b>				
TC3CN012-15-T1	Plan Reading: Erosion and Sediment Control	AASHTO/TC3	0.5	WBT
TC3CN014-15-T1	Plan Reading: County Plans	AASHTO/TC3	1	WBT
TC3CN016-15-T1	Plan Reading: Culvert Plans	AASHTO/TC3	1.5	WBT
TC3ED005-19-T1	Math Basics for Maintenance Technicians	AASHTO/TC3	1.5	WBT
TC3ED007-19-T1	Math Basics for Materials Technicians	AASHTO/TC3	3	WBT
TC3PP001-15-T1	Chip Seal Best Practices	AASHTO/TC3	3	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT
TC3WO11-18-T1	Winter Equipment Maintenance	AASHTO/TC3	2	WBT
TC3WO13-18-T1	Proper Plowing Techniques	AASHTO/TC3	2	WBT
MNT126	Maintenance Crew Leaders Course	TxDOT	24	ILT



# R&B Supervisor

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP210	Planning Work Zone Traffic Control	TxLTAP	16	ILT
LTP300	Flagger Training	TxLTAP	4	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
LTP515	Installation & Maintenance of Signs & Pavement Markings	TxLTAP	16	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH410	Small Quantity Spill Response	TxDOT	8	ILT
SFH812	Safety Management Techniques	TxDOT	32	ILT
SFH814	Safety Leadership for Crew Leaders	TxDOT	4	ILT
SFH819	Team Safety	TxDOT	8	ILT
<b>Category: Personal Development and Communications</b>				
LTP400	Managing Conflict in the Workplace	TxLTAP	8	ILT
LTP404	Basic Supervision and Management Skills	TxLTAP	16	ILT
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
AT-TC3MN015-16-T1	Maintenance Series: Pavement Preservation Program	AASHTO/TC3	1	WBT
AT-TC3MN016-16-T1	Maintenance Series: Shaping and Shoulders	AASHTO/TC3	1.5	WBT
AT-TC3MN018-16-T1	Maintenance Series: Base and Subbase Stabilization and Repair	AASHTO/TC3	1	WBT
AT-TC3MN019-16-T1	Maintenance Series: Roadway Drainage	AASHTO/TC3	1	WBT
AT-TC3MN021-16-T1	Maintenance Series: Roadside Vegetation Management	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN016-15-T1	Plan Reading: Culvert Plans	AASHTO/TC3	1.5	WBT
TC3CN018-15-T1	Pipe Installation, Inspection and Quality	AASHTO/TC3	7	WBT
TC3CN024-15-T1	Earthwork: Excavation	AASHTO/TC3	3	WBT
TC3CN025-15-T1	Earthwork: Fill Placement	AASHTO/TC3	4	WBT
TC3CN087-18-T1	Intelligent Compaction	AASHTO/TC3	2	WBT
DEV103	Success at Work	TxDOT	12	ILT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT



# R&B Supervisor

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Personal Development and Communications - continued</b>				
DEV234	Workplace Inclusion	TxDOT	8	ILT
N/A	Communication Skills for Supervisors	Other	8 - 16	ILT
N/A	Performing Effective Evaluations	Other	8 - 16	ILT
N/A	Team Building	Other	8 - 16	ILT
<b>Category: Core Skills</b>				
EDC003	Focus on Reducing Rural Roadway Departures (FoRRRwD)	TxLTAP	8	ILT
EDC004	Safe Transportation for Everyday Pedestrians	TxLTAP	8	ILT
EDC005	Project Bundling	TxLTAP	8	ILT
EDC007	Road Weather Management	TxLTAP	2	ILT
EDC008	Safety Edge	TxLTAP	2	ILT
EDC009	Warm Mix Asphalt	TxLTAP	2	ILT
LTP111	Equipment Preventive Maintenance - expanded version	TxLTAP	16	ILT
LTP120	Asphalt Distributor	TxLTAP	32	ILT
LTP123	Asphalt Operations Training	TxLTAP	32	ILT
LTP125	Forklift Operator	TxLTAP	8	ILT
LTP127	Aerial/Scissor Lift	TxLTAP	8	ILT
LTP130	Motor Grader - Beginner	TxLTAP	32	ILT
LTP131	Motor Grader - Intermediate	TxLTAP	32	ILT
LTP132	Motor Grader - Advanced	TxLTAP	32	ILT
LTP140	Excavator (Telescoping Boom/Gradall)	TxLTAP	32	ILT
LTP142	Mini Excavator	TxLTAP	16	ILT
LTP145	Dozer	TxLTAP	32	ILT
LTP155	Backhoe/Front End Loader Operator	TxLTAP	32	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP164	Sweeper (Regenerative)	TxLTAP	24	ILT
LTP166	Rotary Broom	TxLTAP	8	ILT
LTP172	Equipment Load & Tie Down	TxLTAP	8	ILT
LTP175	Asphalt Profiler	TxLTAP	32	ILT
LTP180	Bucket Truck / Digger Derrick	TxLTAP	24	ILT
LTP192	Skid Steer	TxLTAP	8	ILT
LTP193	Roller Operator	TxLTAP	8	ILT
LTP194	Compactor Operator	TxLTAP	8	ILT
LTP201	Tree Trimming Safety Awareness	TxLTAP	8	ILT
LTP220	Heavy Equipment for Wildfire	TxLTAP	8	ILT
LTP610	Storm Drainage Pipe Installation	TxLTAP	8	ILT
LTP611	Storm Drainage Pipe and Precast Box Culvert Installation	TxLTAP	8	ILT
LTP704	Seal Coat Operations	TxLTAP	12	ILT



# R&B Supervisor

Course Code (if any)	Course Name	Provider	Length	Delivery Method
	<b>Category: Optional Development</b>			
UTL101	Subsurface Utility Locating and Marking Workshop	TxLTAP	8	ILT
UTL102	Advanced Utility Locator Training	TxLTAP	16	ILT
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN010-15-T1	Plan Reading: Grading	AASHTO/TC3	1.5	WBT
TC3CN011-15-T1	Plan Reading: Traffic Control Plans	AASHTO/TC3	0.5	WBT
TC3CN012-15-T1	Plan Reading: Erosion and Sediment Control	AASHTO/TC3	0.5	WBT
TC3CN014-15-T1	Plan Reading: County Plans	AASHTO/TC3	1	WBT
TC3CN016-15-T1	Plan Reading: Culvert Plans	AASHTO/TC3	1.5	WBT
TC3ED005-19-T1	Math Basics for Maintenance Technicians	AASHTO/TC3	1.5	WBT
TC3ED007-19-T1	Math Basics for Materials Technicians	AASHTO/TC3	3	WBT
TC3PP001-15-T1	Chip Seal Best Practices	AASHTO/TC3	3	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT
TC3WO11-18-T1	Winter Equipment Maintenance	AASHTO/TC3	2	WBT
TC3WO13-18-T1	Proper Plowing Techniques	AASHTO/TC3	2	WBT
MNT123	Maintenance Section Supervisors Course	TxDOT	24	ILT



# R&B Truck Driver I

Course Code	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP300	Flagger Training	TxLTAP	4	ILT
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP172	Equipment Load & Tie Down	TxLTAP	8	ILT
<b>Category: Optional Development</b>				
N/A	Smith Driving System	Other	8	ILT
N/A	Defense Driving	Other	6	ILT / WBT
N/A	Heavy Truck Driving via Simulator	Other	4	ILT



# R&B Truck Driver II

Course Code	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP300	Flagger Training	TxLTAP	4	ILT
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP172	Equipment Load & Tie Down	TxLTAP	8	ILT
N/A	Smith Driving System	Other	8	ILT
N/A	Defense Driving	Other	6	ILT / WBT
<b>Category: Optional Development</b>				
TC3WO11-18-T1	Winter Equipment Maintenance	AASHTO/TC3	2	WBT
N/A	Heavy Truck Driving via Simulator	Other	4	ILT



# R&B Truck Driver III

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety &amp; Traffic Control</b>				
LTP300	Flagger Training	TxLTAP	4	ILT
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH410	Small Quantity Spill Response	TxDOT	8	ILT
<b>Category: Personal Development and Communications</b>				
LTP400	Managing Conflict in the Workplace	TxLTAP	8	ILT
LTP404	Basic Supervision and Management Skills	TxLTAP	16	ILT
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
DEV103	Success at Work	TxDOT	12	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP160	Wheel Loader Operator	TxLTAP	16	ILT
LTP161	Track Loader Operator	TxLTAP	24	ILT
LTP172	Equipment Load & Tie Down	TxLTAP	8	ILT
TC3WO11-18-T1	Winter Equipment Maintenance	AASHTO/TC3	2	WBT
N/A	Smith Driving System	Other	8	ILT
N/A	Defense Driving	Other	6	ILT / WBT
<b>Category: Optional Development</b>				
N/A	Heavy Truck Driving via Simulator	Other	4	ILT
N/A	Effective Communication Skills	Other	8 - 16	ILT
N/A	Team Building	Other	8 - 16	ILT





# R&B Welder

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety</b>				
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
MNT600	Welding, General Shop	TxDOT	32	ILT
MNT602	Welding, Shielded Metal Arc (Basic)	TxDOT	32	ILT
MNT603	Welding, Shielded Metal Arc (Advanced)	TxDOT	32	ILT
MNT604	Welding, Gas Metal Arc (GMAW)	TxDOT	32	ILT
<b>Category: Optional Development</b>				
DEV152	Time Management Strategies	TxDOT	5	ILT
N/A	Effective Communication Skills	Other	8 - 16	ILT
N/A	Team Building	Other	8 - 16	ILT



# R&B Mechanic I

Course Code	Course Name	Provider	Length	Delivery Method
<b>Category: Safety</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH410	Small Quantity Spill Response	TxDOT	8	ILT
N/A	Shop Safety	Other	4 - 8	ILT / WBT
N/A	Hazardous Materials Awareness	Other	4 - 8	ILT / WBT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
DEV152	Time Management Strategies	TxDOT	5	ILT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP220	Heavy Equipment for Wildfire	TxLTAP	8	ILT
TC3TS005-15-T1	CDL Air Brakes	AASHTO/TC3	1.5	WBT
N/A	Training that meets ASE Certification Test Levels in:	Other		ILT
N/A	A series = Light truck, van & sedans	Other		ILT
N/A	A1 Engine Repair	Other	24 - 32	ILT
N/A	A2 Automatic Transmission / Transaxle	Other	24 - 32	ILT
N/A	A3 Manual Drive Train & Axles	Other	24 - 32	ILT
N/A	A4 Steering & Suspension	Other	24 - 32	ILT
N/A	A5 Brakes	Other	24 - 32	ILT
N/A	A6 Electrical/Electronic Systems	Other	24 - 32	ILT
N/A	A8 Engine Performance	Other	24 - 32	ILT
N/A	A9 Light Vehicle Diesel Engines	Other	24 - 32	ILT
N/A	E series = Truck, all types	Other		ILT
N/A	E1 Truck Equipment Installation & Repair	Other	24 - 32	ILT
N/A	E2 Electrical / Electronic Systems Installation & Repair	Other	24 - 32	ILT
N/A	E3 Auxiliary Power Systems Installation & Repair	Other	24 - 32	ILT
<b>Category: Optional Development</b>				
TC3MN033-17-T1	Fleet Operations: Preventive Maintenance	AASHTO/TC3	3.5	WBT



# R&B Mechanic II

Course Code	Course Name	Provider	Length	Delivery Method
<b>Category: Safety</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH410	Small Quantity Spill Response	TxDOT	8	ILT
N/A	Shop Safety	Other	4 - 8	ILT / WBT
N/A	Hazardous Materials Awareness	Other	4 - 8	ILT / WBT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
DEV152	Time Management Strategies	TxDOT	5	ILT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP220	Heavy Equipment for Wildfire	TxLTAP	8	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
N/A	Training that meets ASE Certification Test Levels in:	Other		ILT
N/A	A series = Light truck, van & sedans	Other	24 - 32	ILT
N/A	A1 Engine Repair	Other	24 - 32	ILT
N/A	A2 Automatic Transmission / Transaxle	Other	24 - 32	ILT
N/A	A3 Manual Drive Train & Axles	Other	24 - 32	ILT
N/A	A4 Steering & Suspension	Other	24 - 32	ILT
N/A	A5 Brakes	Other	24 - 32	ILT
N/A	A6 Electrical/Electronic Systems	Other	24 - 32	ILT
N/A	A7 Heating & Air Conditioning	Other	24 - 32	ILT
N/A	A8 Engine Performance	Other	24 - 32	ILT
N/A	A9 Light Vehicle Diesel Engines	Other	24 - 32	ILT
N/A	E series = Truck, all types	Other		ILT
N/A	E1 Truck Equipment Installation & Repair	Other	24 - 32	ILT
N/A	E2 Electrical / Electronic Systems Installation & Repair	Other	24 - 32	ILT
N/A	E3 Auxiliary Power Systems Installation & Repair	Other	24 - 32	ILT
N/A	H2 Diesel Engines	Other	24 - 32	ILT



# R&B Mechanic II

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Core Skills – continued</b>				
N/A	T series = Medium-Heavy Truck	Other		ILT
N/A	T1 – Gasoline Engines	Other	24 - 32	ILT
N/A	T2 – Diesel Engines	Other	24 - 32	ILT
N/A	T3 – Drive Train	Other	24 - 32	ILT
N/A	T4 – Brakes	Other	24 - 32	ILT
N/A	T5 – Suspension & Steering	Other	24 - 32	ILT
N/A	T6 – Electrical/ Electronic Systems	Other	24 - 32	ILT
N/A	T7 – Heating, Ventilation & Air Conditioning (HVAC)	Other	24 - 32	ILT
N/A	T8 – Preventive Maintenance Inspection	Other	24 - 32	ILT
N/A	High Pressure Common Rail (HPCR) Fuel Systems	Other	24 - 32	ILT
<b>Category: Optional Development</b>				
TC3MN033-17-T1	Fleet Operations: Preventive Maintenance	AASHTO/TC3	3.5	WBT



# R&B Mechanic III

Course Code	Course Name	Provider	Length	Delivery Method
<b>Category: Safety</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH410	Small Quantity Spill Response	TxDOT	8	ILT
SFH814	Safety Leadership for Crew Leaders	TxDOT	4	ILT
SFH819	Team Safety	TxDOT	8	ILT
N/A	Shop Safety	Other	4 - 8	ILT / WBT
N/A	Hazardous Materials Awareness	Other	4 - 8	ILT / WBT
<b>Category: Personal Development and Communications</b>				
LTP404	Basic Supervision and Management Skills	TxLTAP	16	ILT
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
DEV152	Time Management Strategies	TxDOT	5	ILT
N/A	Communication Skills for Supervisors	Other	8 - 16	ILT
N/A	Performing Effective Evaluations	Other	8 - 16	ILT
N/A	Team Building	Other	8 - 16	ILT
<b>Category: Core Skills</b>				
LTP110	Equipment Preventive Maintenance	TxLTAP	8	ILT
LTP220	Heavy Equipment for Wildfire	TxLTAP	8	ILT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
N/A	Training that meets ASE Certification Test Levels in:	Other		ILT
N/A	A series = Light truck, van & sedans	Other		ILT
N/A	A1 Engine Repair	Other	24 - 32	ILT
N/A	A2 Automatic Transmission / Transaxle	Other	24 - 32	ILT
N/A	A3 Manual Drive Train & Axles	Other	24 - 32	ILT
N/A	A4 Steering & Suspension	Other	24 - 32	ILT
N/A	A5 Brakes	Other	24 - 32	ILT
N/A	A6 Electrical/Electronic Systems	Other	24 - 32	ILT
N/A	A7 Heating & Air Conditioning	Other	24 - 32	ILT
N/A	A8 Engine Performance	Other	24 - 32	ILT
N/A	A9 Light Vehicle Diesel Engines	Other	24 - 32	ILT



# R&B Mechanic III

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Core Skills - continued</b>				
N/A	E series = Truck, all types	Other		ILT
N/A	E1 Truck Equipment Installation & Repair	Other	24 - 32	ILT
N/A	E2 Electrical / Electronic Systems Installation & Repair	Other	24 - 32	ILT
N/A	E3 Auxiliary Power Systems Installation & Repair	Other	24 - 32	ILT
N/A	H2 Diesel Engines	Other	24 - 32	ILT
N/A	T series = Medium-Heavy Truck	Other		ILT
N/A	T1 – Gasoline Engines	Other	24 - 32	ILT
N/A	T2 – Diesel Engines	Other	24 - 32	ILT
N/A	T3 – Drive Train	Other	24 - 32	ILT
N/A	T4 – Brakes	Other	24 - 32	ILT
N/A	T5 – Suspension & Steering	Other	24 - 32	ILT
N/A	T6 – Electrical/ Electronic Systems	Other	24 - 32	ILT
N/A	T7 – Heating, Ventilation & Air Conditioning (HVAC)	Other	24 - 32	ILT
N/A	T8 – Preventive Maintenance Inspection	Other	24 - 32	ILT
N/A	Hydraulics	Other	24 - 32	ILT
N/A	High Pressure Common Rail (HPCR) Fuel Systems	Other	24 - 32	ILT
<b>Category: Optional Development</b>				
TC3MN033-17-T1	Fleet Operations: Preventive Maintenance	AASHTO/TC3	3.5	WBT



# R&B Mechanic Supervisor

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH410	Small Quantity Spill Response	TxDOT	8	ILT
SFH812	Safety Management Techniques	TxDOT	32	ILT
SFH814	Safety Leadership for Crew Leaders	TxDOT	4	ILT
SFH819	Team Safety	TxDOT	8	ILT
N/A	Shop Safety	Other	4 - 8	ILT / WBT
N/A	Hazardous Materials Awareness	Other	4 - 8	ILT / WBT
<b>Category: Personal Development and Communications</b>				
LTP400	Managing Conflict in the Workplace	TxLTAP	8	ILT
LTP404	Basic Supervision and Management Skills	TxLTAP	16	ILT
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
DEV103	Success at Work	TxDOT	12	ILT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT
N/A	Communication Skills for Supervisors	Other	8 - 16	ILT
N/A	Performing Effective Evaluations	Other	8 - 16	ILT
N/A	Team Building	Other	8 - 16	ILT
<b>Category: Core Skills</b>				
LTP111	Equipment Preventive Maintenance - expanded version	TxLTAP	16	ILT
LTP220	Heavy Equipment for Wildfire	TxLTAP	8	ILT
DEV103	Success at Work	TxDOT	12	ILT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT
N/A	Training that meets ASE Certification Test Levels in:			ILT
N/A	A series = Light truck, van & sedans	Other		ILT
N/A	A1 Engine Repair	Other		ILT
N/A	A2 Automatic Transmission / Transaxle	Other		ILT



# R&B Mechanic Supervisor

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Core Skills - continued</b>				
N/A	A3 Manual Drive Train & Axles	Other		ILT
N/A	A4 Steering & Suspension	Other		ILT
N/A	A5 Brakes	Other		ILT
N/A	A6 Electrical/Electronic Systems	Other		ILT
N/A	A7 Heating & Air Conditioning	Other		ILT
N/A	A8 Engine Performance	Other		ILT
N/A	A9 Light Vehicle Diesel Engines	Other		ILT
N/A	E series = Truck, all types	Other		ILT
N/A	E1 Truck Equipment Installation & Repair	Other		ILT
N/A	E2 Electrical / Electronic Systems Installation & Repair	Other		ILT
N/A	E3 Auxiliary Power Systems Installation & Repair	Other		ILT
N/A	H2 Diesel Engines	Other		ILT
N/A	T series = Medium-Heavy Truck	Other		ILT
N/A	T1 – Gasoline Engines	Other		ILT
N/A	T2 – Diesel Engines	Other		ILT
N/A	T3 – Drive Train	Other		ILT
N/A	T4 – Brakes	Other		ILT
N/A	T5 – Suspension & Steering	Other		ILT
N/A	T6 – Electrical/ Electronic Systems	Other		ILT
N/A	T7 – Heating, Ventilation & Air Conditioning (HVAC)	Other		ILT
N/A	T8 – Preventive Maintenance Inspection	Other		ILT
N/A	Hydraulics	Other		ILT
N/A	High Pressure Common Rail (HPCR) Fuel Systems	Other		ILT
<b>Category: Optional Development</b>				
TC3MN033-17-T1	Fleet Operations: Preventive Maintenance	AASHTO/TC3	3.5	WBT



# R&B Traffic Signs Worker I



Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP300	Flagger Training	TxLTAP	4	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
LTP515	Installation & Maintenance of Signs & Pavement Markings	TxLTAP	16	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
<b>Category: Personal Development and Communications</b>				
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
TC3ED007-19-T1	Math Basics for Materials Technicians	AASHTO/TC3	3	WBT
<b>Category: Core Skills</b>				
EDC003	Focus on Reducing Rural Roadway Departures (FoRRRwD)	TxLTAP	8	ILT
EDC004	Safe Transportation for Everyday Pedestrians	TxLTAP	8	ILT
LTP180	Bucket Truck / Digger Derrick	TxLTAP	24	ILT
LTP210	Planning Work Zone Traffic Control	TxLTAP	16	ILT
LTP515	Installation & Maintenance of Signs & Pavement Markings	TxLTAP	16	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3CN091-18-T1	Pavement Markings	AASHTO/TC3	3.5	WBT
TRF516	Sign Crew Workshop	TxDOT	12	ILT



## R&B Traffic Signs Worker I

Course Code (if any)	Course Name	Provider	Length	Delivery Method
	<b>Category: Optional Development</b>			
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT
TRF301	Practical Traffic Signal Design	TxDOT	24	ILT
TRF302	Signal Technician Training - Basic	TxDOT	16	ILT
TRF303	Basic Networking for Traffic Systems	TxDOT	8	ILT
TRF318	Intersection Safety Workshop	TxDOT	8	ILT
TRF526	Implementing Safe Work Zone Operations Strategies	TxDOT	7	ILT

# R&B Traffic Signs Worker II



Course Code	Course Name	Provider	Length	Delivery Method
<b>Category: Safety</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP300	Flagger Training	TxLTAP	4	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
LTP515	Installation & Maintenance of Signs & Pavement Markings	TxLTAP	16	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS015-16-T1	Bloodborne Pathogens	AASHTO/TC3	1	WBT
SFH814	Safety Leadership for Crew Leaders	TxDOT	4	ILT
<b>Category: Personal Development and Communications</b>				
LTP400	Managing Conflict in the Workplace	TxLTAP	8	ILT
LTP404	Basic Supervision and Management Skills	TxLTAP	16	ILT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3CN009-15-T1	Plan Reading: Basics	AASHTO/TC3	1	WBT
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
TC3ED007-19-T1	Math Basics for Materials Technicians	AASHTO/TC3	3	WBT
DEV103	Success at Work	TxDOT	12	ILT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT
<b>Category: Core Skills</b>				
EDC003	Focus on Reducing Rural Roadway Departures (FoRRRwD)	TxLTAP	8	ILT
EDC004	Safe Transportation for Everyday Pedestrians	TxLTAP	8	ILT
LTP180	Bucket Truck / Digger Derrick	TxLTAP	24	ILT
LTP210	Planning Work Zone Traffic Control	TxLTAP	16	ILT
LTP515	Installation & Maintenance of Signs & Pavement Markings	TxLTAP	16	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3CN091-18-T1	Pavement Markings	AASHTO/TC3	3.5	WBT
TRF318	Intersection Safety Workshop	TxDOT	8	ILT
TRF516	Sign Crew Workshop	TxDOT	12	ILT
TRF526	Implementing Safe Work Zone Operations Strategies	TxDOT	7	ILT



## R&B Traffic Signs Worker II

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Optional Development</b>				
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3TS002-15-T1	Safe Use of Hand and Power Operated Tools	AASHTO/TC3	3	WBT
TRF301	Practical Traffic Signal Design	TxDOT	24	ILT
TRF302	Signal Technician Training – Basic	TxDOT	16	ILT
TRF303	Basic Networking for Traffic Systems	TxDOT	8	ILT



# R&B Construction & Maintenance Inspector I

Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS012-15-T1	Inspection Safety for Bridge Construction	AASHTO/TC3	1	WBT
<b>Category: Personal Development and Communications</b>				
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT
ENV200	Negotiation Skills for Project Delivery	TxDOT	12	ILT
<b>Category: Core Skills</b>				
LTP210	Planning Work Zone Traffic Control	TxLTAP	16	ILT
LTP515	Installation & Maintenance of Signs & Pavement Markings	TxLTAP	16	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
UTL101	Subsurface Utility Locating and Marking Workshop	TxLTAP	8	ILT
UTL102	Advanced Utility Locator Training	TxLTAP	16	ILT
TC3CN042-17-T1	Guardrail Series: Installation and Inspection of Guardrails	AASHTO/TC3	2.5	WBT
TC3CN018-15-T1	Pipe Installation, Inspection and Quality	AASHTO/TC3	7	WBT
BRG100	Bridge Construction Inspection	TxDOT	24	ILT
CON411	Inspection of Flexible Base and Embankments	TxDOT	16	ILT
MNT125	Maintenance Contract Inspectors Course	TxDOT	24	ILT
MNT127	Maintenance Bridge Inspectors Course	TxDOT	16	ILT
MNT702	Seal Coat Inspection & Applications	TxDOT	8	ILT



# R&B Construction & Maintenance Inspector I

Course Code	Course Name	Provider	Length	Delivery Method
<b>Category: Optional Development</b>				
TC3CN005-15-T1	HMA Paving Field Inspection	AASHTO/TC3	4.5	WBT
TC3CN043-17-T1	Materials Testing for Inspectors	AASHTO/TC3	5	WBT
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3MS046-19-T1	QA: Introduction to Quality Assurance Specifications	AASHTO/TC3	1	WBT
CON304	Construction Inspectors Bootcamp	TxDOT	64	ILT

# R&B Construction & Maintenance Inspector II



Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Safety</b>				
LTP170	Vehicle Backing Safety	TxLTAP	8	ILT
LTP201	Excavation Safety	TxLTAP	8	ILT
LTP203	Electrical Safety	TxLTAP	8	ILT
LTP204	Fall Safety	TxLTAP	8	ILT
LTP401	Work Zone Construction Site Safety	TxLTAP	12	ILT
LTP411	Public Works Safety Overview	TxLTAP	4	ILT
WKZ100	Work Zone Safety: Temporary Traffic Control	TxLTAP	4	ILT
TC3TS001-15-T1	Safety Orientation	AASHTO/TC3	2	WBT
TC3TS013-15-T1	Job Hazard Analysis	AASHTO/TC3	2	WBT
TC3TS012-15-T1	Inspection Safety for Bridge Construction	AASHTO/TC3	1	WBT
<b>Category: Personal Development and Communications</b>				
LTP400	Managing Conflict in the Workplace	TxLTAP	8	ILT
LTP404	Basic Supervision and Management Skills	TxLTAP	16	ILT
TC3ED001-15-T1	Ethics Awareness for the Transportation Industry	AASHTO/TC3	3.5	WBT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT
ENV200	Negotiation Skills for Project Delivery	TxDOT	12	ILT
<b>Category: Core Skills</b>				
LTP210	Planning Work Zone Traffic Control	TxLTAP	16	ILT
LTP515	Installation & Maintenance of Signs & Pavement Markings	TxLTAP	16	ILT
LTP521	TMUTCD and Work Zone Refresher	TxLTAP	8	ILT
UTL101	Subsurface Utility Locating and Marking Workshop	TxLTAP	8	ILT
UTL102	Advanced Utility Locator Training	TxLTAP	16	ILT
TC3CN042-17-T1	Guardrail Series: Installation and Inspection of Guardrails	AASHTO/TC3	2.5	WBT
TC3CN018-15-T1	Pipe Installation, Inspection and Quality	AASHTO/TC3	7	WBT
BRG100	Bridge Construction Inspection	TxDOT	24	ILT
CON304	Construction Inspectors Bootcamp	TxDOT	64	ILT
CON411	Inspection of Flexible Base and Embankments	TxDOT	16	ILT
DEV300	Enhancing Your Presentation Skills	TxDOT	16	ILT
MNT125	Maintenance Contract Inspectors Course	TxDOT	24	ILT
MNT127	Maintenance Bridge Inspectors Course	TxDOT	16	ILT
MNT702	Seal Coat Inspection & Applications	TxDOT	8	ILT

# R&B Construction & Maintenance Inspector II



Course Code (if any)	Course Name	Provider	Length	Delivery Method
<b>Category: Optional Development</b>				
TC3CN001-15-T1	Daily Diary Basics	AASHTO/TC3	1	WBT
TC3CN005-15-T1	HMA Paving Field Inspection	AASHTO/TC3	4.5	WBT
TC3CN043-17-T1	Materials Testing for Inspectors	AASHTO/TC3	5	WBT
TC3MS046-19-T1	QA: Introduction to Quality Assurance Specifications	AASHTO/TC3	1	WBT
DEV103	Success at Work	TxDOT	12	ILT
DEV151	Personal Empowerment in the Workplace	TxDOT	16	ILT
DEV152	Time Management Strategies	TxDOT	5	ILT
DEV234	Workplace Inclusion	TxDOT	8	ILT



# - TxLTAP -

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