TRANSPORTATION AIDE

KIND OF WORK

Routine clerical and manual work in the Department of Transportation.

NATURE AND PURPOSE

Under immediate supervision, performs simple lab, field, office, or general maintenance work; performs related work as required.

EXAMPLES OF WORK  (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists higher level technical/engineering staff on a survey crew.

Performs gradation tests on materials.

Assists in plotting and inking cross-sections and in making tracings.

Completes routine construction reports.

Files miscellaneous reports, forms, and documents.

Performs reception/switchboard duties.

Delivers messages and parcels.

Prunes shrubs and trees.

Mows and waters grass.

Cleans equipment, windows, and floors.

Picks up roadside debris.

Services staff vehicles.

Maintains and distributes supplies and stock items.
SPECIAL WORK CONDITIONS

The establishment of positions in this classification is limited to the Department of Transportation. Employees assigned to perform the duties of this classification must have active workers' compensation claims.

Est.: 11/60  
Merged: 07/01/67  
Rev.: 10/21/91  
T.C.: 04/14/86  
Former Title(s): Highway Field Assistant