



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

**DIVISION FOR  
ENTERPRISE  
DEVELOPMENT**



## **PURPOSE OF THIS PROJECT**

This special project was awarded to The University of Texas at Arlington (UTA), Texas Local Technical Assistance Program (TxLTAP) under a Federal Highway Administration (FHWA) State Transportation Innovation Council (STIC) grant as approved by the Texas STIC and the FHWA Center for Accelerating Innovation.

The focus of this project is to assist cities and counties in the ongoing process to attract, develop, train, and retain their Road and Bridge personnel to their maximum potential.

Several counties across Texas have provided information and guidance on this project. Source information from the Texas State Auditor's Office (Job Classification data base) and the American General Contractors (Texas chapter) Redbook were also used. This outreach was conducted to ensure that this final product for you included:

- A functional job perspective from metro, urban and rural cities and counties.
- Job descriptions that can be used for almost any Road & Bridge position in your organization, regardless of the size of your organization.
- A comprehensive review and documentation of the typical job duties; knowledge skills and abilities; minimum education and experience requirements that are typically affiliated with Road and Bridge jobs.
- That the structure of the job description templates is flexible for end users to add, delete or modify information to fit the needs of your city or county.
- Bring a systematic job description program to your city or county if one is not present.
- To provide a current state of the industry job descriptions that are in use across Texas.

Our special thanks to the following personnel who have taken time from time normal job duties to review and provide input on the Job Descriptions. We could not have done it without your help!

Rebecca Ramos – Lampasas County

Fabian Galaz – Starr County

Jessalynne Denison – Andrews County

Esmeralda Delmas – Smith County

April Metcalf – Bell County

Katherine Branch – Galveston County

Melissa Carrillo – El Paso County

Michelle Perez – Travis County

Cynthia Smith – Tarrant County

Jennifer Woodard – American General Contractors – Texas Chapter

This project also includes on-site consultation time and work with you to determine how to set up and use the job descriptions at no cost to your city or county.

## USE OF THIS HANDBOOK

This handbook has been developed as a hard copy reference guide for use by County Judges, County Commissioners, City/County Engineers, City/County Road Administrators, City/County Human Resource Officers, City/County Classification and/or Compensation Specialists and any other personnel involved in the classification and training of road and bridge personnel.

You may copy and redistribute the information in this handbook with the only provision that UTA-TxLTAP credit is provided on the reproduction copies.

You will see in the Job Descriptions that Job Titles may or may not be what your city/county has customarily used. A Crosswalk Reference has been provided to provide what title has been used in this handbook, versus what job title may be used in your organization.

Example: In your handbook, we show a R&B Equipment Operator I may also be known as a Roadway Technician I; a Transportation Maintenance Specialist I; a Crew Member I; or a Road Maintenance Worker I.

We are not suggesting or implying you need to change the names of your jobs currently used, we are only showing you options for your consideration.

All templates shown in this handbook are available on UTA's TxLTAP website under the banner of Job Descriptions and Recommended Training at <https://txltap.org> and are available for download in either Word, Excel or PDF format.

You may also contact:

Ray L. Belk, SPHR, SHRM-SCP, PMP  
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for the templates and for any questions about the resources and/or technical assistance that can be provided at no cost to your city or county.

Again, the University of Texas at Arlington, Texas Local Technical Assistance Program is your provider of high-quality training, on-site technical assistance, and workforce development programs at no cost to your organization.

Contact us today to let us help you!

