

## **VTrans Operations Division**

**Tom Anderson, District Project Manager – District 6**

**Subject: Limited Service Technicians**

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I have been asked to speak to you today in regards to the Limited Services Technician positions and the contributions they have provided to the District Technical staff since their inception in the Spring of 2012. There have been some fluctuations in keeping these positions filled because several sought permanent employment and had moved on; however, for the most part these positions have been filled by the originally hired technicians.

Not only have these Technicians proven to be an invaluable resource to the respective Project Managers within each district enabling us to provide a higher level of service and emergency response but they have also been instrumental in the response and coordination with the towns that are represented within each respective district. Along with extensive training in emergency response the majority of these Technicians have been trained in all respective tasks that any District Project Manager is expected to perform.

Without question these Technician positions have enabled the Project Managers to provide a higher level of service to the VTrans Operations team as well as the Towns within each district.

While trying to decide how best to describe exactly what these Technicians have for duties I found myself describing my own job description due in-part because these Technicians are as responsible and capable of upholding all associated tasks that I myself am responsible for. I fully expect the technicians that work for me, be it full time or limited service, be capable to take on any assignment that may be generated via the list of responsibilities listed below. To do this they must be involved with the day-to-day operation on a consistent basis without compromise. I am seldom disappointed and typically find their approach to assignments go above and beyond what has been asked.

It is my strong opinion that with the inception of these Technicians the Agency has created a very positive effect in our abilities to readily service and respond not only to VTrans Operations maintenance activities but also the ever-increasing request for assistance from the more than 30 towns that each District has within its boundaries.

I thank you for your time.

### **District PM Responsibilities:**

- Serves as the technical advisor for the entire District workforce, and is responsible for all preliminary reviews, including the development of project definition and scope to determine cost effectiveness among feasible alternatives.
- Develops project designs for construction, maintenance, and town highway program projects.

- Exercises oversight of construction projects ensuring contract compliance, and provides guidance and oversight for maintenance activities.
- Activities involve site selection involving guardrail, culverts, stenciling, programmatic bridge repair & bridge maintenance (working with the Statewide Bridge Crews), bridge washing, paving, hot mix leveling and patching, drainage system maintenance, ditching activities, sign maintenance and district buildings maintenance and improvements.
- Gathers information necessary to determine what means will be utilized to build the project, either district forces or contractor. Conducts preliminary permitting processes to obtain the necessary clearances involving environmental impacts. Must identify any potential impact to the environment such as streams, soils, hazards, Stormwater, and endangered species.
- Provides oversight of all engineering, analytical, monitoring and reporting requirements to ensure compliance with federal and state laws and regulations of projects within the District boundaries. This involves highly complex tasks in the design and review of engineering plans, designs, survey and any other technical requirements to complete various projects.
- Conducts routine inspections of constructed Stormwater treatment infrastructure, document conditions and maintenance activities performed or scheduled, and report annually or biannually to the Operations Environmental Coordinator (Headquarters) as required by Local, State, or Federal Regulations or Permits at various District Maintenance Facilities or along State Highway Facilities.
- Coordinates planned maintenance and construction activities with the Operations Environmental Coordinator, in advance of initiating the resource review, clearance, and permitting processes with VTrans PDD-Environmental Section, as required to ensure compliance with other Local, State, and Federal Regulations or Permits and/or VTrans Operations Best Management Practices and Policies prior to performing these activities.
- Responsible for cost estimating for each project scope analyzing materials, labor and equipment and identifies project costs are most cost effective being performed by district staff or utilizing a contractor.
- Administers project contracts and ensures contract compliance and timely completion of work. Reviews and approves all major change orders during construction phase. Checks progress in the Vermont Managing Assets Tracking System (VTMATS), monitors budgets, reviews field construction, and provides assistance and guidance when problems arise.
- Performs site inspections with full authority to make on-site adjustments for any projects within the State's right of way such as checking grades, construction practices are followed to include sampling, material certification and payroll certification and that safe practices are being adhered to, to involve Dig Safe, trench excavation, proper traffic control, and standard safety practices.
- Interacts with agency personnel as well as other state agencies including: materials lab, survey, right-of-way, roadway design, bridge design, hydraulics and the Agency of Natural Resources. Provides technical expertise to Construction Regional / Resident Engineers managing large construction projects running through the district.
- Reviews and comments on proposed construction and paving plans. Issues and monitors permits to the public or private companies wishing to gain access to state highways through commercial or residential driveways, within the district's boundaries.

Monitors and inspects access to state highways and properties, ensures environmental permit clearance, and requests and confirms utility permits are in place.

- Responsible for various maintenance activities involving snow and ice control. Calibrates the District's fleet of dickey-johns that controls the spread application rates applied during winter maintenance activities, and is responsible for sampling purchased material such as salt to ensure compliance with state specifications. Tracks salt inventory and usage using VTMATS monitoring salt inventories and reduction of salt waste. Random inspections of salt shed locations are performed, measuring salt stockpiles and comparing to VTMATS inventory. Also separate spreadsheets derived from truck logs are kept and compared to the VTMATS inventory. Interacts with drivers to advise them of their actual usage so they can stay within designated application rates.
- Directs and coordinates the implementation of the various District special projects. Work must be prioritized and assigned to fit in with any other District activities and/or needs. Responsible for coordinating the necessary resources for successful completion of the project(s). Performs field inspection, confirms design work and verifies necessary permits are issued, and works with various supervisors to coordinate efforts with property owners, and utility companies.
- Responsible for keeping spending within allotted budget limits while accomplishing established goals. This involves preparing annual District work plans and schedules, and using computer programs such as VTMATS and spreadsheets, and reports generated by Financial Services. These computer programs are used to track accomplishments, costs, materials, and projects. Annual work plans and schedules are adjusted and corrected based on feedback from these programs.
- Ensures compliance of all regulations, standards and codes for all work that the District performs. The standards and regulations range from the Roadside design guide, Agency design standards for road and bridge construction, the North American Emergency Response Guide book, the Agency's sampling manual and regulations from the Clear Water Act. Ensures these regulations are incorporated into permits generated for the public when they are working within the State's rights of way.
- Assists with training the maintenance crews where subjects may include the use of special equipment such as dickey johns, winter maintenance and material usage, and as the District's Safety coordinator, various training involving safe practices to include flagging techniques, work zone set-ups, VOSHA compliance, first aid, and hazardous materials and response.
- Oversees the district environmental, health & safety policies & procedures. Responsible for providing training, inspecting equipment, work sites and assessing levels of compliance in order to assure proper use of equipment and reduce accident frequency and severity. Inspects work locations including equipment, operations and environmental in order to ensure compliance with all applicable environmental, VOSHA regulations, the Manual on Uniformed Traffic Control Devices (MUTCD), the Agency's Safety Manual, and state and federal regulations, policies and procedures. Monitors operating crews in active work locations in order to ensure adherence to personal safety equipment polices, rules and regulations. Assists with and may perform personal injury and property accidents investigations in order to determine cause(s) and recommend preventative strategies through written and oral reports regarding employees and equipment.
- Often assists the Agency's HazMat Coordinator by physically conducting inspections for each of the district's underground storage tanks, to confirm inventory records are correct

at each facility, condition assessments are accurate; tanks, hazardous waste, air pollution and underground injection are in compliance, and documentation is on file to meet the Environmental Results Program (ERP) annual self-certification requirements.

- Advises and assists towns through the annual town grant programs involving the Town Highway Structures Program, and Class 2 Town Highways Programs requests (this often involves up to 30 active TH Grants at any given time) for special funding advice regarding engineering, construction and maintenance of roads, bridge and large culvert (3' and larger) placement, and assists with obtaining permits for stream alteration and environmental concerns. Reviews/ approves all project documents and processes appropriate documents for final inspections and payments.
- Assists with preparation of towns Annual Highway Financial Plan. Monitors and adjusts expenditures within project funds as needed. Develops financial projection to ensure that projects expenditures remain within allocated resources.
- Responds to emergencies such as floods and other natural disasters. Works with FEMA, FHWA and State Emergency Management Officials and local officials, and keeps district record plans and related documents for such events.
- Responsible for directing the District emergency response and repair activities. This includes preliminary damage assessments; determining incident, objectives and strategy and establishing immediate priorities. Disasters or emergencies may be isolated to a single concentrated area, throughout district boundaries, or statewide (Irene). Must work with district General Manager / Supervisors to deploy appropriate staffing levels and equipment and ensures adequate safety measures are in place. In the event of a multiple-agency event, incumbent coordinates with key people, including command staff and officials, and coordinates resources and response with such entities as, National Guard, Public Safety, FEMA, FHWA, etc. Completes and forwards status summaries to higher authorities. These duties are extremely demanding of both time and effort.
- May also be asked to assist other agencies in the event of disasters and emergencies.
- Assists towns, by acting as a go between for the town and FEMA from the time of Preliminary Damage Assessments (PDA's) thru to final inspections at the time of project closeout. Also assists the town with coordinating emergency and/or long-term repairs to roadways, stream banks or other infrastructure. Provides expert advice on maintenance and construction issues.
- Must field and answer questions and complaints from the public, media, contractors, engineers and government officials regarding highway maintenance or highway construction. Callers are often upset, and good listening and conflict resolution skills are required. Field visits are often required. Resolution of the problem is generally initiated by the technical staff. Knowledge of all construction projects and their schedules in the District is required.
- Often is called upon to represent the Agency at public meetings, hearing, court actions and discussions with public officials and other state and federal agencies and at pre-construction meetings so contractors have a go-to person to answer questions.