



TRANSPORTATION MAINTENANCE SUPERVISOR

4160

GENERAL DESCRIPTION OF CLASS

The TRANSPORTATION MAINTENANCE SUPERVISOR supervises a crew of highway maintenance employees engaged in repairing, renovating, and reconstructing highway roadbeds, surfaces, structures, features and facilities or supervises transportation operation centers or incident responder units. All positions in this class supervise and are statutorily excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a classification series.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Upon hire, employees at this level may not perform all duties identified in a service area, but as knowledge and proficiency increase the manager, supervisor, or leadworker will assign additional tasks and responsibilities.

1. Supervision

Plan, assign, and review work of assigned staff; adjust work assignments and schedules to maintain adequate staffing levels; evaluate employee performance; assess training needs of staff; provide initial orientation to new employees; participate in recruitment process; resolve personnel problems and formal grievances at the first level; discipline and counsel employees in work related activities.

2. Administrative Duties

Prepares a variety of administrative reports, either statutorily mandated or requested by agency management for control and statistical measurement of crews' activities. These reports include payroll reports, resource and accomplishment reports (R&A's), purchase orders, accident investigation reports, safety meeting reports, extra gang reports, damage to highway structure reports, expense reports, pesticide spray reports, equipment service records, work plans, and schedules.

3. Transportation Related Activities

Employees in this class supervise and participate in activities in one of the following areas: Section Maintenance Crew, Bridge Maintenance Crew, other specialized Maintenance Crews (Seasonal, Incident Response Unit or Dispatch Center).

RELATIONSHIPS WITH OTHERS

Employees in this class have daily contact with crewmembers, as well as the public, to provide information, and to respond to complaints and emergencies in all areas of highway maintenance, incident response or dispatch. Employees have frequent contact with higher level managers in the division to review unit accomplishments and plan future activities. Other maintenance units are contacted regularly to coordinate equipment and personnel exchanges. Supervisors at this level occasionally contact local

government officials and law enforcement agencies who provide services. They also have frequent contact with material suppliers and equipment shops to order materials, reconcile accounts, and schedule repairs.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a district or regional maintenance manager who periodically reviews overall unit operation for satisfaction of maintenance objectives and proper utilization of resources.

Guidelines used by employees in this class include agency procedures, Administrative Rules, collective bargaining agreements, Manual on Uniform Traffic Control Devices, Basic First Aid Manual, Coast Guard and FCC regulations, equipment manuals, pesticide use manuals, and motor vehicle laws necessary for classified driver's license.

SUPERVISION EXERCISED

Employees in this class exercise direct supervision over a crew of highway maintenance employees engaged in repairing, renovating, and reconstructing highway roadbeds, surfaces, structures, and facilities; incident response units; or dispatch units. Crew sizes fluctuate seasonally depending on the area and work activity.

GENERAL INFORMATION

Positions in this class are located throughout the State and require employees to work in the environment associated with the job. This includes working outdoors under all weather conditions, and working extended hours during emergencies or to effectively supervise a 24-hour/7 day per week dispatch center.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of:

Methods and materials used in repairing, renovating, and reconstructing highway roadbeds, surfaces, structures, and facilities including asphalt, concrete, steel, and wood work.

General knowledge of:

State laws and agency rules and regulations pertaining to highway maintenance procedures and equipment operation of assigned crew.
Proper traffic control procedures including highway signing, flagging, and coning to perform work safely and efficiently on busy highways under quantity production schedules.
Emergency procedures for directing traffic due to motor vehicle accidents, spills, and slides including lane closures and detours.

Skill to:

Use and operate maintenance and repair of a wide variety of highway maintenance equipment, highway maintenance equipment, including proper methods and procedures for the type of material and activity on which the equipment is being operated.
Plan and direct a large crew of highway maintenance employees.
Assign and review work, for example, comparing work to established standards, identifying areas of deficiency, providing employees with suitable guidance on improvement.
Explain to crewmembers and implement new procedures, changes in operations and revisions in law and policy.
Train employees and evaluate progress.
Communicate effectively, both orally and in writing.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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