



TRANSPORTATION MAINTENANCE COORDINATOR 1

4161

GENERAL DESCRIPTION OF CLASS

The TRANSPORTATION MAINTENANCE COORDINATOR 1 coordinates and leads the work of a maintenance crew. Employees regularly lead the repair, renovation and reconstruction of roadbeds, surfaces, structures, and facilities that are part of the state's transportation system. Employees in this class also do the same or similar work as a Transportation Maintenance Specialist.

DISTINGUISHING FEATURES

This is the first of a two level series. The Transportation Maintenance Coordinator 1 leads a single work crew with limited work scope, decision-making or complexity.

This class is distinguished from the Transportation Maintenance Coordinator 2 by the absence of leading multiple crews; or the absence of other factors that affect the work scope, decision making or complexity such as maintaining a road system with high vehicular traffic, a complex infrastructure, or significant safety risk.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class series. Individual positions may do any combination of the duties listed below as well as duties identified in the Transportation Maintenance Specialist class series; and other related duties.

1. Work Crew Leadership

Prioritize and assign work based upon work plan, availability of materials, equipment, and staff resources; advise and guide employees in effective performance. Decide types and quantity of materials and equipment needed for specific projects; arrange for materials and equipment. Decide the effective use of equipment or methods of repair, and schedule equipment maintenance with vendors or field mechanics. Train employees on work safety practices and how to safely handle equipment and material. Train new employees on heavy and light equipment. Schedule shifts or weekend work. Approve time records and employee overtime, vacation, sick and other leaves. Develop alternative work plans for accomplishing projects, analyze the alternatives and implement the most suitable work method. Give input on employee job performance and assist the manager in completing employee appraisals

2. Administrative Coordination

Assist maintenance manager or supervisor with operational supervision and work planning. Prepare and review computerized payroll reports, resource and accomplishment reports (Automated Time Cards), purchase orders, daily diary of work activities, equipment service records, accident reports, expense and per diem reports, damage to highway structure reports. Gather historic data and compile efficiency and productivity data to assist with planning and budgeting. Apply purchasing procedures to purchase or contract for equipment and materials. Monitor maintenance expenditures against budget to control expenses.

3. Maintenance Activities

Inspect section highways and structures for potential accidents, hazards or damage. Review and evaluate structural damage from vehicular accidents or effects of natural incidents. Respond on-site to vehicle accidents or other roadway emergencies. Coordinate work activities with other maintenance work crews, local jurisdictions, and contractors. Look into complaints and take corrective action to address the issue. In emergency situations, control traffic, gather and record data, notify appropriate public safety units, arrange for staff and equipment or supplies. Monitor and inspect work activities for compliance with permit specifications. Participate with other coordinators to schedule district-wide resources for work crew activities; compile and prioritize project needs.

RELATIONSHIPS WITH OTHERS

Employees in this series have frequent contact with the traveling public to provide information, respond to inquiries, and solve problems as they arise. They are occasionally first on the scene of accidents and emergencies. They coordinate traffic and first aid efforts. Employees have frequent contact, in person or by radio, with other maintenance units in the district, region, and other government jurisdictions to coordinate projects, materials, and equipment. Employees occasionally contact material suppliers and equipment repair shops to exchange information, pick up supplies and schedule equipment maintenance.

SUPERVISION RECEIVED

Employees in this series receive general supervision from a maintenance manager or other lead personnel. Employees work with autonomy in the field.

Guidelines used by employees include manuals for equipment operation and service and uniform traffic control devices. Other guidelines include safety rules and regulations, basic first aid procedures, manufacturers' instructions for use of chemicals, maintenance signing procedures, and motor vehicle regulations.

GENERAL INFORMATION

Positions are located throughout the state and require prolonged and strenuous physical labor in all weather conditions, with exposure to heavy traffic, spills, slides, ice, working at heights, and around heavy machinery. Specific duties vary depending on season, region, and type of crew to which each individual position is assigned. All positions in this class require agility in stooping, bending, lifting over 50 pounds, sitting, and standing. Position duties require finger, hand, arm, shoulder, foot, and leg dexterity.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Safety practices and precautions in transportation maintenance work.
Proper traffic control procedures including highway signing, flagging, and coning to perform work safely and efficiently on busy highways.
Emergency procedures for directing traffic due to motor vehicle accidents, spills, and slides including lane closures and detours.
Use, operation, and maintenance of specialized equipment used in landscape maintenance over landscape crews.
Proper use and application of chemical insecticides, herbicides, fungicides, and fertilizers used in landscape maintenance.

General knowledge of:

Methods and materials used in repairing, renovating, and reconstructing highway roadbeds, surfaces, structures and facilities including asphalt, concrete, steel, and wood work.
State and federal highway signing regulations and procedures.
Operation, maintenance and repair of a wide variety of transportation maintenance equipment.

Basic knowledge of:

Methods and techniques of prioritizing, assigning, and reviewing the work of others.
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Skill to:

Lead the daily work activities of other employees.
Drive vehicles as indicated by possession of current commercial driver's license (CDL).
Work cooperatively with a wide variety of people.
Communicate effectively orally and in writing.
Encourage teamwork to focus energy on timely project accomplishment.
Follow oral and written instructions and keep written records of work.

Some positions may require the following:

General knowledge of the materials, methods, and equipment used in installation, renovation, and repair of highway signs and related structures.
Skill to weld structures and other specialized bridge maintenance operations.

Special Qualifications:

Must have a valid Commercial Driver's License – Class A.
Some positions require an appropriate certification in welding to maintain and repair structures.

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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