



TRANSPORTATION SERVICES SUPERVISOR

SCOPE OF WORK:

Work involves supervising a transportation services section as part of district operations in the Department of Transportation (DOT).

DUTIES PERFORMED AT ALL LEVELS:

- Plan, coordinate, schedule, and assign staff and equipment to perform maintenance and construction projects, and building and grounds maintenance.
- Manage assigned staff; assign work, develop and implement work standards; implement performance management measures; provide for and conduct training of staff.
- Operate a variety of equipment including trucks of various sizes, loader-tractors, rollers, power brooms, pulverizers, tractors with attachments such as sickle mowers, etc.
- Coordinate services and projects with other sections and district administration, contractors, local communities, and law enforcement officials.
- Procure, coordinate, and oversee maintenance projects with contractors limited in scope and duration within section.
- Assist in determining priorities for the section.
- Apply department policies, procedures, and guidelines.
- Make recommendations for purchases of equipment and roadway repairs and materials.
- Purchase supplies and provide input to future purchases.
- Manage security of buildings, grounds, and equipment.
- Review and maintain section records.
- Assist in performing surveys and computing quantities; assist in preparing project finals and construction plans; and perform routine bridge inspections.
- Respond to and coordinate with law enforcement on weather and traffic-related incidents.
- Provide budget input for the section.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

TRANSPORTATION SERVICES SUPERVISOR I

8436

GRADE K

LEVEL DEFINITION:

Work at this level generally involves oversight of a smaller section where supervisory responsibility is limited and there is coordination of construction and maintenance projects with surrounding sections on a limited basis.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and four years of highway related maintenance, construction, or transportation services work experience that included lead work or supervision of staff. College level coursework in engineering, heavy equipment operation, highway maintenance, or closely related field may substitute for the work experience requirement on a year-for-year basis up to three years.

TRANSPORTATION SERVICES SUPERVISOR II

8437

GRADE L

LEVEL DEFINITION:

Work at this level generally involves oversight of a section with coordination of construction and maintenance projects on a consistent basis with more infrastructure, such as overpasses and bridges, and higher traffic volumes.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform maintenance on electronic roadway and radio systems equipment; assist information technology staff with troubleshooting and diagnostics.
- Perform and/or oversee snow removal on overpasses.
- Maintain slope protection on overpasses.
- Manage greater inventory quantities.
- May maintain radio tower sites, building, and grounds.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and five years of highway related maintenance, construction, or transportation services work experience that included lead work or supervision of staff. College level coursework in engineering, heavy equipment operation, highway maintenance, or closely related field may substitute for the work experience requirement on a year-for-year basis up to three years.

Eff. Date: 12/07

Rev: 07/08 Revised class and added Supervisor I level.

Rev: 07/12 – Conversion to Hay System