TRANSPORTATION OPERATIONS SUPERVISOR 1

KIND OF WORK

First of four classes involving supervision of highway or bridge maintenance, highway signing/striping or heavy equipment repair work.

NATURE AND PURPOSE

Under limited supervision, employees in this class are working supervisors who participate in and supervise: highway maintenance work; highway signing and striping operations; bridge maintenance; or heavy equipment fabrication and repair. This includes establishing work priorities and goals; ensuring that subordinate staff are trained in work activities, safety rules and procedures; carrying out supervisory duties outlined in the Public Employees Labor Relations Act (M.S. 179A.03, Subd. 17).

A Transportation Operations Supervisor 1 typically is a working supervisor overseeing Laborers, Transportation Generalists, and/or Transportation Generalists Seniors. Some positions supervise Heavy Equipment Mechanics. All positions receive administrative and technical support from a higher level Transportation Operations Supervisor.

DISTINGUISHING CHARACTERISTICS

This class differs from the Transportation Operations Supervisor 2 in both scope and complexity. A Transportation Operations Supervisor 2 typically reports to either a Transportation Operations Supervisor 3 or 4, supervises a larger number of staff and/or a larger geographic area. The Transportation Operations Supervisor 2 will also have administrative duties including budgeting, project planning and conducting employment investigations.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises subordinate staff including assigning and monitoring work; training; effectively recommending hiring and reward/disciplinary actions; and conducting performance evaluations.

Coordinates and documents the daily work activities of staff in manual and automated systems (e.g., RCA, WMS, SIMS, M5) by instructing them on work and safety procedures to ensure that labor, materials and equipment are tracked and completed according to specifications within
specified timelines safely following MnDOT, OSHA, EPA, MPCA, and other federal regulations and state laws, rules, policies and procedures.

Supervises and collaborates on highway maintenance activities such as: patching, paving and milling; seal coating; repairing pavement eruptions; pavement resurfacing; culvert installations; constructing turn and by-pass lanes; and vegetation management to ensure that the work is completed according to specifications, policies and procedures within specified timelines.

Supervises and collaborates on bridge maintenance activities, such as: repairing and installing steel fabrication and erection; concrete work in the construction/repair of bridges and structures; and carpentry duties related to bridges, buildings and structures to ensure that all work is in accordance with specifications, standards and relevant codes.

Supervises and collaborates on striping/sign maintenance activities, such as: inspecting signs, stripes and other informational markings for proper location and condition; placing and removing traffic safety signs; and applying center striping and other pavement markings according to the MN Manual on Uniform Traffic Control Devices (MN MUTCD).

Supervises and collaborates on shop activities, such as: maintaining, diagnosing and repairing light, medium and heavy equipment and mechanical and electronic control systems; repairing and fabricating parts; and conducting preventative maintenance inspections to ensure that down time is minimized and equipment is fully operational and available when needed.

Oversees unit workload prioritization balancing customer service and the most critical or important highway, sign, bridge or heavy equipment repair to ensure that the work is completed according to specifications, within specified timelines and tracked in the appropriate computer system.

Supervises snow and ice control, operations and tracking from highways and bridge surfaces in a timely, safe, efficient manner resulting in public safety, free flowing traffic with minimal delay according to District/Division standards and maintenance manuals.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of:

Supervision, human resources policies, procedures and labor contracts sufficient to interview and select supervisors and staff affirmatively, assign, schedule, direct, train, evaluate work performance and reward/discipline reporting program staff.
Knowledge of (continued):

Program progress reports to determine if the program is achieving objectives by collecting, updating and preparing data; monitoring periodic reports; and retaining program records and files as specified by regulation or policy.

Equipment, materials, computerized and hand tools and their capabilities to plan and oversee work for highway, bridge and sign maintenance; and heavy equipment fabrication and repair.

MnDOT, OSHA, EPA, MPCA, and other federal regulations, state laws, rules and policies to ensure compliance, training updates occur and worker safety.

Snow and ice procedures sufficient to properly operate and maintain all related equipment.

MN MUTCD and Traffic Engineering Manuals sufficient to set up temporary traffic control, size and place highway signs and correctly stripe and mark pavement.

Project operations sufficient to supervise a diverse work group or ad hoc groups of staff on projects and assist in negotiating for human, financial and technology resources needed for successful project(s) completion.

Skill in:

Human relations sufficient to establish and preserve a positive work environment in which tight deadlines, high volumes of work and conflicting priorities are routine.

Oral and written communications in establishing collaborative relationships with state and local governments, vendors, staff and the public.

Computers and software to oversee entry and analysis of data for tracking budget(s), programmatic and performance measure data for presentation to staff or management.

Ability to:

Read and interpret right-of-way maps, construction plans and technical drawings to assist in evaluating boundaries, overseeing projects and implementing repairs.
Ability to (continued):

Read, comprehend and apply federal regulations, state statutes, policies, procedures and manuals sufficient to deliver detailed technical information on financial and program reporting systems to staff and a wide variety of customers.

Adapt to organizational and program changes sufficient to work constructively under pressure and cope with ambiguity and setbacks.

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