TRANSPORTATION OPERATIONS SUPERVISOR 2

KIND OF WORK

Second of four classes involving intermediate level supervision of highway or bridge maintenance, statewide signing/striping or heavy equipment repair work.

NATURE AND PURPOSE

Under general direction, employees in this class supervise: highway maintenance work; highway signing and striping operations; bridge maintenance; or heavy equipment fabrication and repair. This includes developing work plans and goals; developing and implementing the work area’s biennial budget; ensuring that subordinate staff are trained in work activities, safety rules and procedures; and carrying out the supervisory duties outlined in the Public Employees Labor Relations Act (M.S. 179A.03, Subd. 17). Supervision is typically received from a Transportation Operations Supervisor 3 or 4.

DISTINGUISHING CHARACTERISTICS

This class differs from the Transportation Operations Supervisor 3 in both scope and technical complexity. A Transportation Operations Supervisor 3 supervises either a large geographic area or a densely populated, high traffic volume, mega work area in combination with supervision of a specialized, functional area(s). Subordinate supervisory staff include Transportation Operations Supervisors 1 and/or 2 level positions.

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

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

Develops long and short-range work plans, prepares and monitors annual budgets while tracking project costs to ensure completion according to specifications, within timelines and budget parameters.

Inspects MnDOT assets (e.g., subarea roadways, rights-of-way, facilities, signs, pavement markings, bridges, equipment) to determine maintenance needs and develops a work plan for repairs in accordance with the District Business Plan.
 Oversees and documents the daily work activities of staff in manual and automated systems (e.g., RCA, WMS, SIMS, M5) 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, state laws, rules, policies and procedures.

Procures adequate inventory of maintenance and repair materials supplies, parts, tools and equipment to ensure available resources for continued Maintenance, Bridge, Sign or Shop operations.

Develops a winter maintenance schedule, plans and conducts sub-area staff training and oversees snow and ice control, operations and tracking, including preparation and operation of all related equipment.

Plans 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 by coordinating equipment, materials and supplies and overseeing staff to ensure that the work is completed according to specifications, policies and procedures within specified timelines.

Plans 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 by coordinating equipment, materials and supplies and overseeing staff to ensure that the work is completed in accordance with specifications, standards and relevant codes.

Serves as Bridge Inspection Team Leader by coordinating, conducting and preparing reports for bridge/structure safety inspections so that all bridges/structures are inspected and accurately documented in accordance with federal regulations and state requirements.

Plans statewide 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 by coordinating equipment, materials and supplies and overseeing staff to ensure that the work is completed according to the MN Manual on Uniform Traffic Control Devices (MN MUTCD).
Serves as customer service contact for repair requests and communicate with customers on shop activities (e.g., maintain, diagnose and repair light, medium and heavy equipment and mechanical and electronic control systems; repair/fabricate parts; and oversee preventative maintenance inspections) by prioritizing requests and coordinating equipment, materials, supplies and staff to minimize down time and ensure equipment is operational when needed.

Evaluates program progress reports to determine if the program is achieving its objectives by receiving and reviewing periodic reports; retaining program records and files; collecting, analyzing and implementing the findings of program activity data.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of:

Supervision, human resources policies, procedures and labor contracts to interview and select staff affirmatively, assign, schedule, direct, train, evaluate work performance and reward/discipline reporting program staff.

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

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

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 plan, properly train staff and oversee preparation, operation and maintenance of all related equipment.

MN MUTCD and Traffic Engineering Manuals to plan, oversee installation, set up temporary traffic control, size and place highway signs and correctly stripe and mark pavement.
Transportation Operations Supervisor 2  
Class Specification  
Page 4

Applied math sufficient to verify and calculate area and volume of quantities needed to track and report on highway, bridge and heavy equipment maintenance projects (e.g., acres mowed, concrete cutting, bridge joint reestablishment, calibrating the sander, etc.)

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 evaluate boundaries, oversee projects and implement repairs.

Read, comprehend and apply federal regulations, state statutes, complex weather data, policies, procedures and manuals 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 to work constructively under pressure and cope with ambiguity and setbacks.

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Rev.: 10/16/2019 Former Title(s):  
Ckd.: