TRANSPORTATION OPERATIONS SUPERVISOR 4

KIND OF WORK

Fourth of four classes involving advanced supervisory and administrative highway or bridge maintenance, or heavy equipment maintenance and repair work or statewide striping and signing.

NATURE AND PURPOSE

Under administrative direction, employees in this class supervise highway or bridge maintenance, or heavy equipment maintenance and repair or statewide striping and signing. This includes supervision of supervisors; developing business plans and goals; developing and implementing the unit’s biennial budget and annual spending plans; ensuring that subordinate supervisors train staff in work activities, safety rules and procedures; carrying out the supervisory duties outlined in the Public Employees Labor Relations Act (M.S. 179A.03, Subd. 17). This is the highest level within the Transportation Operations Supervisor class series.

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

Develops and oversees the implementation of long/short range, contingency and seasonal work plans for roadside maintenance and preservation, or bridge preservation, or fleet use and replacement planning, or statewide striping/signing programs according to Business Plan(s).

Ensures subordinate supervisors direct and train employees on work and safety procedures to verify that labor, materials and equipment are documented and completed according to specifications within budget, specified timelines and that staff are motivated to follow MnDOT, OSHA, EPA, MPCA and other federal and state laws, rules, regulations and policies.

Develops, communicates and administers biennial budgets and annual spending plans as part of a management team by overseeing consumable and fixed asset inventories (e.g., equipment, Shop, salt, fuel, latex/epoxy) to ensure appropriate evaluation, prioritization and replacement of inventories.
Establishes and maintains positive working relationships with other MnDOT functional areas, local and state units of government, media and vendors to cooperatively accomplish business goals.

Represents the District and/or MnDOT to state/local governments, media, national committees and the public to provide direction on philosophy, operations, policies, safety and work methods.

Develops and monitors Cooperative Service or other agreements involving shared labor, equipment and/or materials to maximize efficiency and complete work projects timely.

Advises subordinate supervisors and staff on complex work situations (e.g., investigations, emergency response) mentoring them by applying advanced technical knowledge and superior human relations skills and recognizing when issues should rise to another level for successful resolution.

Oversees and audits manual and automated systems (e.g., RCA, WMS, M5) to assure coding accuracy for planning, asset management and performance measures tracking.

**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.

Expert knowledge of philosophy, policies, practices, equipment and technology in one or more program area(s) (e.g. bridge/road surface/roadside maintenance, snow and ice control, fleet management, striping/signs, smooth pavement) to plan and monitor adherence to regulations, statutes, rules, policies/procedures, performance measures and Business Plans.

Fiscal and governmental accounting systems sufficient to develop and administer budgets, annual spending plans, contract management, partnership agreements and procurement processes.

MnDOT, OSHA, EPA, MPCA, and other federal regulations, state laws, rules and policies to direct compliance, supervisor and staff training and worker safety.
Skill in:

Superior human relations skills to motivate supervisors to achieve work objectives through others and maintain a positive work environment where tight deadlines, high volumes of work and conflicting priorities are routine.

Advanced skill in oral and written communications to provide feedback to subordinate supervisors, negotiate cooperative agreements, determine specifications and professionally interact with state/local governments, vendors, media, staff and the public.

Advanced skill in computers and software to provide oversight in the collection, tracking, analysis and organization of data for presentation to management, staff and a wide variety of customers.

Ability to:

Review research, evaluate and recommend new and innovative methods, equipment and materials to better meet programmatic needs.

Establish and preserve relationships with state and local governments, media, vendors, staff and the public.

Advise supervisors on counseling staff on adapting to continuous organizational and program changes to assist them in working under pressure and dealing with ambiguity and setbacks.

Est.: 07/03/2002  T.C.:  
Rev.: 10/16/2019  Former Title(s):  
Ckd.: 