

## TRANSPORTATION OPERATIONS SUPERVISOR 1

### KIND OF WORK

Supervisory highway maintenance, highway 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; or heavy equipment repair. This includes establishing work priorities and goals; ensuring that subordinate staff are trained in work activities, safety rules and procedures; carry out supervisory duties outlined in the Public Employees Labor Relations Act (M.S. 179A.03, Subd. 17). A Transportation Operations Supervisor 1 typically supervises laborers and Transportation Generalists performing basic maintenance and signing/striping activities. Some positions will supervise heavy equipment mechanics, receiving administrative and technical support from a Transportation Operations Supervisor 3.

This class differs from the Transportation Operations Supervisor 2 in both scope and complexity. A Transportation Operations Supervisor 2 typically supervises a larger number of staff and/or a larger geographic area. The Transportation Operations Supervisor 2 will also have administrative duties including budget, business planning and partnership agreements.

### 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 the work of subordinate staff; training; effectively recommending hiring and disciplinary actions; and conducting performance evaluations as per M.S. 179A.03, Subd. 17.

Instructs employees on work and safety procedures and ensures that OSHA rules and regulations are followed.

Ensures that highway maintenance activities such as seal coating, repairing pavement eruptions, pavement resurfacing and constructing turn lanes and by-pass lanes are completed within deadlines.

Supervises snow and ice removal from highways and bridge surfaces.

Supervises inspections of highway signs, stripes and other informational markings for proper location and condition.

Supervises placement and removal of traffic safety signs.

Supervises application of center striping and other pavement markings.

Supervises service, repair and maintenance of mechanical equipment and vehicles either in the shop or at the work site.

Maintains automated and manual business/work records.

Maintains inventory of maintenance materials, supplies, tools and equipment to ensure continued operations.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

AFSCME collective bargaining agreement as it relates to supervision of staff.

EPA, PCA, OSHA/ANSI and related safety and hazardous waste standards.

Knowledge of equipment and materials used in highway maintenance.

Snow and ice procedures and operation of all related equipment.

Regulations governing size and placement of highway signs.

Regulations governing highway striping and marking.

Methods, procedures and equipment used in striping, e.g. latex, epoxy and tape, camera on striper, specialized striper machine (operation and basic maintenance).

Equipment and tools used in heavy equipment repair and maintenance.

Welding and fabrication processes.

Computer programs/software used in equipment repair and maintenance.

Equipment dealer diagnostic programs for a wide range of products, e.g. Cat, Cummins, International, Detroit, Allison transmission, ABS brakes, electronic transmissions, Ford, General Motors, Chrysler, John Deere, Case, Bobcat, etc.

Computer hardware, e.g. printers, adapter cables, ports on vehicles, location of computers on vehicles, sensors and fiber optic transmitters/receivers. (One vehicle can have many computers on board.)

Ability to:

Motivate and achieve work goals through others.

Speak and write clearly and effectively.

Establish priorities and organize work.

Be innovative and present new ideas in an effective manner.

Est.: 07/03/2002

Rev.:

Ckd.:

T.C.:

Former Title(s):