

TRANSPORTATION OPERATIONS SUPERVISOR 2

KIND OF WORK

Supervisory highway and bridge maintenance and repair work.

NATURE AND PURPOSE

Under general direction, employees in this class supervise highway and bridge maintenance and repair in a large geographic area or metro sub area. 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; 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.

This class differs from the Transportation Operations Supervisor 3 in both scope and technical complexity. A Transportation Operations Supervisor 3 supervises maintenance activities in a densely populated, high traffic volume, mega work area in combination with supervision of a specialized, functional area(s). Subordinate supervisory staff include both Transportation Operations Supervisors 1 and 2. Some Transportation Operations Supervisor 3s supervise TOS 1s who are responsible for heavy equipment maintenance and repair.

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

Supervises staff including assigning and monitoring the work; training; effectively recommending hiring and disciplinary actions; and conducting performance evaluations as per M.S. 179A.03, Subd. 17.

Develops work plans and budgets for the work area in accordance with the area's Maintenance Business Plan.

Inspects subarea roadways, rights-of-way and facilities to determine maintenance needs and develops a work plan for repairs in accordance with the District Maintenance Business Plan.

Coordinates and administers cooperative agreements and partnerships between MnDOT and local units of government so that contract specification are achieved in accordance with standards and procedures.

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

Develops a winter maintenance schedule and supervises snow and ice removal operations and operation of all related equipment.

Ensures a proper inventory of salt, sand, cutting edges and equipment supplies to ensure readiness for the winter.

Provides technical direction and problem solving to subordinate supervisors and staff when work situations involve complex processes, procedures and application of advanced technical knowledge.

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.

Directs Bridge Workers (TGS) in maintenance or reconstruction of wooden, steel and concrete bridges.

Directs removal of defective bridge members and replacement of stringers, flooring and hand or guard rails; removal of defective steel and building false work to ensure that bridges are safe for travel.

Excavates and pours foundations; places reinforcement steel and pours abutments, wing walls and floor slabs; cleans steel and rough painting so that bridges remain structurally sound.

Maintains automated and manual business/work records.

Maintains adequate inventory of maintenance and repair materials, supplies, tools and equipment to ensure continued operations and available resources.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

AFSCME and MMA collective bargaining agreement as they relate to supervision of staff.

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

Snow and ice procedures.

Methods, practices, materials and equipment sufficient to repair and construct wooden, steel or concrete bridges and maintain repair roads.

Basic mathematics sufficient to calculate quantities needed to complete maintenance projects such as: bituminous quantities for small overlays projects, amount of rock needed for shouldering projects and quantities of salt and sand needed for winter maintenance.

Computer software used by MnDOT to track time, resources and projects.

Ability to:

Motivate and achieve work goals through others.

Collect, organize and accurately describe information for reports and presentations.

Read and interpret complex data, e.g. weather forecasting terminology.

Communicate effectively with staff, media and representatives from other state agencies and local government.

Establish and organize multiple priorities and projects.

Est.: 07/03/2002

Rev.:

Ckd.:

T.C.:

Former Title(s):