

TRANSPORTATION OPERATIONS SUPERVISOR 3

KIND OF WORK

Advanced supervisory highway or heavy equipment maintenance and repair work.

NATURE AND PURPOSE

Under general direction, employees in this class supervise highway or heavy equipment maintenance and repair. The 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 includes both Transportation Operations Supervisors 1 and 2. Some Transportation Operations Supervisors 3 supervises Transportation Operations Supervisors 1 and heavy equipment mechanics. Supervision includes developing business 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 4.

This class differs from the Transportation Operations Supervisor 4 in both scope and technical complexity. A Transportation Operations Supervisor 4 supervises all highway maintenance, bridge and equipment maintenance and repair activities in a district. In the Metro Division, the Transportation Operations Supervisor 4 supervises a specialized, functional area plus all maintenance, bridge and equipment and repair activities within a large geographic area. The focus of their work is more administrative and less daily supervision.

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.

Develops work plans and budgets for specialized, functional areas.

Inspects or ensures that subordinate supervisors inspect sub-area roadways, rights-of-way and facilities to determine maintenance needs and development of work plans for repairs in accordance with the District Maintenance Business Plan.

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

Ensures that subordinate supervisors train employees on work and safety procedures and ensure that OSHA rules and regulations are followed.

Ensures that subordinate supervisors develop winter maintenance schedules and supervises snow and ice removal operations.

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.

Ensures that signing and striping activities are completed according to regulations and within timelines.

Develops plans for heavy equipment repairs, preventative maintenance and periodic inspections so downtime is minimized and necessary equipment is available when needed.

Assists in the development of annual equipment budgets to ensure that all equipment needs are evaluated and replacement purchases are prioritized.

Ensures 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.

Ensures adequate inventory of maintenance and repair materials, supplies, tools and equipment so that operations aren't disrupted and resources are available.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

Budget and Business planning process.

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

Snow and ice procedures.

Methods, practices, materials and equipment used to repair, maintain and construct highways.

Methods, practices, materials, tools and equipment used to maintain and repair heavy equipment (this includes advanced certification in safety and mechanics).

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.

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):