

Class Concept

This is specialized work overseeing purchase and transport of materials for use in the construction and maintenance of roads, such as aggregate, mixed asphalt and snow and ice prevention materials. Work involves advising upon or the independent resolution of controversial transportation matters relative to transportation costs, routing, scheduling and purchase of materials. Duties include the responsibility for carrying out purchasing procedures for items where transportation cost is the determining factor of procurement, monitoring contracts for those materials for compliance, and conferring with other units or agencies to determine contractor compliance. General instructions are received from the supervisor concerning the objectives of the transportation program, and employee works with considerable independence in carrying out the technical phases of the program. Work is reviewed through conferences concerning the effectiveness of departmental shipping activities.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of current freight rates and tariff schedules.
- Considerable knowledge of routing and shipping schedules.
- Considerable knowledge of purchasing procedures as related to the procurement of large volume construction material.
- Ability to prepare briefs and represent the Highway Commission before regulatory bodies in cases involving transportation rates or service.
- Ability to establish and maintain effective working relationships with freight line representatives.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and four years of experience in transportation work involving freight rates, rate structures, and purchasing; or an equivalent combination of education and experience.