

Class Concept

Positions in this class are characterized by their supervision of one or more crews in standard and nonstandard transportation maintenance work in one of five areas (i.e., roadway maintenance, traffic services, bridge maintenance, roadside environmental or geotechnical). Positions counsel and discipline employees; monitor expenditures; maintain work records, time sheets, job reports, and inventory records; plan work operations and adjust work assignments; train employees on-the-job; conduct performance reviews; interview and recommend hiring new staff. Positions ensure equipment is maintained and serviced as required. Positions investigate public complaints and recommend solutions. Positions must routinely determine materials, techniques and tools to accomplish standard and non-standard work assignments.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to recognize and obtain required equipment and/or materials that are needed to do the job.
- Ability to set objectives and prioritize tasks as well as adjusting priorities when appropriate.
- Ability to improve department accountability by using metric and accountability reviews.
- Skill in interpersonal communication to seek input from stakeholders and customer groups to measure effectiveness.
- Ability to translate agency outcomes to measurable employee tasks.
- Working knowledge of and skill in the use of technology to achieve goals in efficient and cost effective manner.
- Working knowledge of both standard and non-standard work processes related to organizational objectives.
- Working knowledge necessary to solve unusual problems that require the application of non-standardized and changing data and transactions to determine the best course of action.
- Ability to evaluate employees' strengths as well as areas for development to promote career growth and advancement.

Minimum Education and Experience

High school or General Educational Development diploma and six years of directly related experience; or an equivalent combination of training and directly related experience. Experience must be related to functional area of the work that the position will supervise.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.