

TRANSPORTATION CREW SUPERVISOR 2**Nature of Work**

Under limited supervision, an employee in this class supervises an interstate or Appalachian corridor maintenance facility, or supervises the work of two or more subordinate Transportation Crew Supervisors in a county or a bridge maintenance organization. The work includes organization and assignment of crews, allocation of equipment and materials, assignment of overtime, and related matters. May also be required to participate in work as a working crew supervisor. Maybe exposed to hazardous working conditions and inclement weather. Performs related work as required.

Distinguishing Characteristics

Supervisory responsibility at this level includes supervision of subordinate crew supervisors in the incumbent's respective organization. At the lower level, responsibility is for a single crew.

Examples of Work

- Schedules maintenance or repair projects for the week, assigns crews, coordinates equipment, and determines materials needed on the projects.
- Oversees and checks the progress and quality of work performed by the crews through direct observation or review of crew leader reports.
- Completes records of time, equipment, and materials and incorporates into reports of individual projects.
- Identifies equipment for repairs.
- Checks complaints on roads and inspects highways to determine repair work needed.
- Oversees the progress and checks the quality of work performed by crews.
- Maintains records of materials and equipment used.
- Maintains time and attendance records of the crew.
- Completes a daily report on the assigned project and submits to supervisor.
- Trains crew members on individual tasks of maintenance and repair projects.
- Completes employee performance evaluations.
- Approves employee leave requests.

Knowledge, Skills and Abilities

- Knowledge of highway or bridge maintenance techniques.
- Knowledge of bridge repair and renovation methods.
- Knowledge of proper usage of materials and equipment used in the repair of highways and the repair/renovation of bridges.
- Knowledge of the standard safety procedures of the Division of Highways.
- Knowledge of the maintenance standards of the Division of Highways.
- Knowledge of the capabilities of construction and maintenance equipment.
- Ability to operate equipment used in highway and bridge maintenance and repair.

TRANSPORTATION CREW SUPERVISOR 2 (CONT'D)

Knowledge, Skills, and Abilities (cont'd)

Ability to read and write.

Ability to understand and follow oral and written instructions.

Ability to maintain routine records.

Ability to perform basic arithmetic calculations to determine amounts of materials needed.

Ability to climb bridge structures.

Ability to maintain effective working relationships with others.

Ability to schedule and coordinate work crews and equipment to meet project deadlines and to train and lead crew in the tasks of a project.

Ability to supervise highway maintenance work crews.

Ability to compile routine reports from the records of individual projects.

Minimum Qualifications

Training: Graduation from a standard high school or the equivalent.

Experience: Five years of full-time or equivalent part-time experience in highway construction or highway maintenance, or in bridge or structural steel construction, one year of which must have been in a supervisory capacity.

Promotional Only

Seven years of full-time or equivalent part-time experience in highway construction or highway maintenance, or in bridge or structural steel construction, two years of which must have been in supervisory capacity, may be substituted for the above training and experience.

Special Requirement

A valid West Virginia Motor Vehicle Operator's License or a Commercial Driver's License may be required after employment.

Established: 10/21/99

Revised: 2/28/00, 07/19/07, 02/15/08, 1/14/11

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