

**TRANSPORTATION TECHNICIAN SUPERVISOR**

**Nature of Work:** Under administrative direction, an employee in this class performs full-performance supervisory work overseeing a section of employees engaged in technical work. Work is reviewed by superiors through results produced and through meetings to evaluate output. May represent the agency before committees and the general public. Performs related work as required.

**Distinguishing Characteristics:** Transportation Technician Supervisor is distinguished by the nature of the work supervised. The nature of work supervised is typically of a technical nature as opposed to general maintenance work. Contacts are often with other public officials at the state and federal level.

**Examples of Work**

Plans, assigns, and coordinates the work of subordinates.  
Trains employees in work methods and implements policies, procedures, and regulations of the department.  
Performs field visit inspections and spot-checks records to document activities and evaluate the performance of the unit.  
Ensures that equipment, supplies, and materials are available to complete work.  
Responds to questions or problems of subordinates.  
Performs employee performance evaluations, approves annual and sick leave, recommends hiring, disciplinary actions and other activity.  
Compiles various management reports.  
Represents the unit before agency management, business or civic groups on administrative hearings.

**Knowledge, Skills and Abilities**

Knowledge of materials, methods and equipment used in highway construction and maintenance.  
Knowledge of preparing maps and property descriptions.  
Knowledge of testing materials standards.  
Knowledge of the laws, policies and procedures applicable to right-of-way acquisition and relocations.  
Knowledge of the basic principles of highway traffic analysis.  
Knowledge of traffic count data collection objectives and procedures.  
Knowledge of mapping, charting and cartographic drafting techniques.  
Knowledge of methods and techniques of highway and bridge design.  
Knowledge of land surveying.

**TRANSPORTATION TECHNICIAN SUPERVISOR (CONT'D)****Knowledge, Skills and Abilities**

Ability to establish and maintain effective working relationships with other employees, officials, and the general public.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to read highway construction plans, property descriptions, survey notes, and legal documents.

Ability to prepare design plans and specifications for projects.

Ability to calculate and project the quantity of materials to be used in various construction projects.

Ability to develop realistic maintenance estimates and budgets.

Skill in drafting highway and bridge structures.

**Minimum Qualifications**

**Training:** Education equivalent to graduation from an accredited high school.

**Experience:** Seven years of full-time or equivalent part-time technical experience in transportation planning; in the collection and analysis of traffic data in a transportation setting; in highway drafting or designing, as a technical assistant on utility installations or relocations, or as a technician on right-of-way acquisition; in highway inspection, bridge inspection or highway maintenance, or two years as a Transportation Technician III.

**Substitution:** Successfully completed study from an accredited college, university or vocational technical school in engineering technology, chemistry, math, physics, architecture, landscape architecture, in transportation, urban or regional planning, economics, or statistics may be substituted for the required experience on the basis of 15 semester hours for one year of experience, or an approved drafting program of at least 1,080 hours completion in an approved drafting program for one year of the required experience.

**Special Requirement:** A valid West Virginia driver's license may be required.

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TRANSPORTATION TECHNICIAN SUPERVISOR (CONT'D)

AREAS OF ASSIGNMENT

Architecture  
Chemistry  
Drafting  
Economics  
Engineering  
Inspection  
Landscape Architecture  
Mathematics  
Mechanical Drawing  
Physics  
Skilled and Unskilled Labor Trades  
Statistics  
Surveying  
Transportation  
Urban or Regional Planning

Established: 11/16/93

Effective: 11/16/93