

TRANSPORTATION SERVICES SUPERVISOR

Nature of Work: Under limited supervision, performs supervisory work in coordinating and overseeing the activities of technical, para-professional or skilled trades employees in an established organizational unit of the Department of Transportation. Completes annual performance evaluations, approves sick and annual leave, makes recommendations and is held responsible for the performance of the employees supervised. Travel is required. May be exposed to hazardous conditions and performs work in inclement weather. Performs related work as required.

Examples of Work

Plans, assigns, and directs technical, para-professional or craft employees in the area of assignment.
Determines priorities and prepares yearly budget of manpower, equipment and material allocations; monitors expenditures.
Reviews completed projects for compliance with federal and safety regulations and agency policies.
Advises subordinates of changes in guidelines and safety standards; coordinates safety training programs.
Inventories materials and equipment for availability.
Recommends hiring and disciplinary action and trains new employees.
Oversees the office recordkeeping system; prepares reports of project completions.
May participate in the work of the subordinates and performs specific tasks.

Knowledge, Skills and Abilities

Knowledge of general governmental highway standards and regulations and highway safety procedures.
Knowledge of highway construction and maintenance techniques.
Knowledge of capabilities of construction and maintenance equipment.
Knowledge of basic mathematics.
Ability to plan, organize, supervise and coordinate the work of employees.
Ability to coordinate and schedule projects to meet goals and proposed deadlines.
Ability to perform basic arithmetic calculations to determine amounts of materials needed.
Ability to maintain working relationships with others.
Ability to communicate effectively orally and in writing.

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TRANSPORTATION SERVICES SUPERVISOR (CONT'D)

Minimum Qualifications

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

Experience: Four years of full-time or equivalent part-time paid experience in highway construction or maintenance, traffic sign control maintenance, including two years of which must have been in a supervisory or lead worker capacity.

Established: 10/21/93

Effective: 11/15/93