

## TRANSPORTATION FIELD OPERATIONS SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** Under general direction, supervises and coordinates the activities of crews involved in repairing and maintaining the City's streets, parkways, rights-of-way, and storm drainage system or supervising and administering service and maintenance contracts (example: landscape and sprinkler maintenance, street sweeping, asphalt patching, crack sealing, storm drainage system maintenance, etc.); performs related work as required.

**Distinguishing Features:** An employee in this class is responsible for: long-range scheduling, coordinating the work of several crews or staff, and working with contractors, material suppliers, and supervisory and managerial staff in other City departments. An employee in this class is expected to exercise considerable initiative and independent judgment in resolving scheduling, equipment needs, and related operating problems to ensure efficient and effective daily use of assigned equipment and manpower. This class is distinguished from the class Transportation Field Operations Foreman by having responsibility for long-range scheduling and coordinating activities for several crews, and by not being involved on a regular basis in day-to-day crew activities or by having responsibility for administering service and maintenance contracts (by assignment). An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class is subject to emergency call-out during off-duty hours. This class is supervised by the Transportation Field Operations Superintendent through conferences, meetings, and reports of work completed or problems encountered and occasional on-site visits of work in progress and completed projects. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Construction Engineering, Civil Engineering, or a related field. Considerable (3 - 5 years) experience in Transportation Field Operations, preferably in street maintenance operations or contract administration, monitoring, and inspection (by assignment). At least two years of supervisory experience, preferably in a municipal setting.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** This class is subject to DOT Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382 (by assignment).

**Preferred/Desirable Qualifications.** Supplemental coursework in management or related areas is preferred.

### ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the general public, other City employees, vendors, management, and contractors to respond to complaints from citizens, and establish timetables and coordinate activities so that jobs are completed in a timely manner. Prepares written documents using various computer software packages, such as: monthly cost reports, performance appraisals, annual projections of manpower, or invoices for payment (IFP) with clearly organized thoughts using the proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews the work of others to ensure compliance with standard operating procedures and federal regulations. Operates a motor vehicle requiring a standard Arizona Driver's License to monitor job sites and respond to customer inquiries. Operates a variety of standard office equipment. Inspects and monitors maintenance contracts and service agreements to ensure that terms of the contract or agreement are being met, by inspecting work in progress or completed jobs (by assignment). Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs the activities of several maintenance crews or staff. Supervises and evaluates the work of subordinate personnel in street maintenance assignments. Prioritizes own work, work of others, and assigns work to personnel. Establishes and enforces operating procedures and work standards to ensure the job is completed in a timely manner, and is in conformance with City and industry specifications. Coordinates work activities with other City departments. Prepares budget projections. Comprehends and makes inferences from written customer contacts to determine if the City has responsibility or authority in the matter. Understands and interprets blueprints and schematic drawings in order to prepare cost projections to complete street maintenance projects. Learns job-related material in a classroom setting regarding supervisory training. Oversees and assists in writing bid specifications for specialized equipment used on street maintenance projects. Attends pre-construction conferences and post-construction final inspections of contracted street constructions, improvements, and any structures relating to street maintenance functions and responsibilities.

**Knowledge and Abilities:**

Knowledge of:

hot asphalt patching practices and procedures;  
concrete placement and finishing practices and procedures;  
application practices and procedures for various types of seal coats;  
safety practices and procedures to be used when working near heavy traffic;  
traffic control practices as outlined in the City Barricade Manual;  
the uses and operation techniques of various street maintenance related equipment, including: motor grader, backhoe, street sweeper, hot patch truck, and ten-wheel dump truck;  
the materials, manpower, and equipment needed to complete street maintenance related assignments;  
storm drainage system maintenance;  
parkway and retention basin maintenance;  
the City of Mesa's pavement management system;  
basic employee training practices and procedures;  
the principles and practices of employee supervision;  
short- and long-range planning principles;  
basic budget projection and preparation principles and practices; and  
Microsoft Office products, databases and Geographic Information Systems (GIS).

Ability to:

coordinate the work of several crews involved in the maintenance and repair of the City's streets, storm drainage system, rights-of-way, and related unimproved areas;

supervise employees by participating in hiring and discharge activities, preparing performance appraisals, initiating disciplinary actions, and serving as management's representative in the grievance process;

establish and enforce work standards and operating procedures to ensure that jobs are completed in a timely manner and in conformance with City and industry specifications and appropriate safety practices and procedures;

meet with contractors, project foreman, etc., to establish timetables and coordinate activities to minimize delays in project completion and reduce costs in completing required construction, maintenance, or repair duties;

complete and review a variety of forms, records, and reports associated with work completed and project cost, including invoices for equipment, materials, and supplies, crew time sheets, vehicle mileage and usage reports, and vehicle and equipment repair orders;

prepare monthly cost reports, using a database and GIS, IFP's, and annual projections of manpower, equipment, and material needs for the section's budget;

prepare budget projections based on costs for materials, manpower, and equipment necessary to complete work projects identified through the pavement management system;

respond to customer contacts (citizen complaints) by investigating problem or situation, determining if City has responsibility or authority in the matter, and visiting with person initiating the contact to explain and resolve the situation or problem;

monitor maintenance contracts and service agreements to ensure that the terms of the contract or agreement are being met by inspecting work in progress or completed job, reviewing and authorizing IFP's , and noting deficiencies for remedial action or payment reduction;

participate in all aspects of street and storm drainage system maintenance and repair, including emergency storm duty;

develop long-range work schedules based on identified work to be done, manpower and equipment requirements to complete the work, and manpower and equipment available to complete the work;

prioritize work assignments based on a variety of factors including severity of problem and hazard potential to the public; and

establish and maintain effective working relationships with coworkers, management, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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Revised 6/15

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PAY GRADE: 49

EEO-S/M

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-Yes (by assignment) CDL-Yes (by assignment)

RESP-No

IND-5506

JOB FCTN-GEN

SWORN-No

INCREMENTS 62-200