

PAVEMENT MANAGEMENT SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: The Pavement Management Supervisor, under general direction, is responsible for overseeing the pavement management program by supervising Pavement Management Technicians in data collection and data analysis. The incumbent serves as project manager on a variety of pavement improvement projects and capital improvement projects (CIP's) to ensure proper coordination and scheduling. Work also involves representing the City in meetings with contractors, developers and other agencies to provide construction consultation to City staff; reviews plans and specifications prepared by consultants, developers, utilities and others to ensure compliance with federal, state, city, and industry codes and regulations; prepares a variety of project related studies, draft reports, recommendations and correspondence; interprets and enforces regulations, ordinances, and policies to developers, contractors, representatives of other agencies, and the public; researches new materials and techniques and monitors current developments in pavement management to ensure standard pavement management practices are used; performs difficult and complex engineering support work; coordinates the multi-disciplinary Pavement Management Team; oversees the City's pavement inventory program using microPAV, GIS, and Cityworks technologies; administers the pavement management program, creates and directs roadway preventative maintenance forecasts and rehabilitation strategies; coordinates with local agencies regarding pavement issues; and performs related duties as required.

Distinguishing Features: The Pavement Management Supervisor exercises independent judgment in managing the City's Pavement Inventory Program. This class is supervised by the Deputy Transportation Director - Transportation through conferences and meeting established performance goals and objectives. This class is FLSA exempt-administrative.

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 Civil Engineering or related field. Considerable (3 - 5 years) in construction, maintenance, and repair of streets and roadways including two years of supervisory experience OR an Associate's Degree in Civil Engineering plus considerable (3 - 5 years) of experience in construction, maintenance, and repair of streets and roadways with two years of supervisory experience.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, and professional organizations such as American Association of State Highway and Transportation Officials [AASHTO] and Alliance for Construction Excellence [ACE] regarding Pavement Management Program. Instructs and/or trains subordinates regarding pavement survey analysis. Prepares written documents with clearly organized thoughts and/or using the proper sentence construction, punctuation, and grammar, in order to create reports, data analysis, forecasting, employee reviews (PAF), recommendations, and forecast procedures.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures (City of Mesa Pavement Management Manual), federal regulations (AASHTO), state regulations (MAG, ADOT Road and Bridges Design Specifications), and other standards/guidelines (Safety Manuals, ACE). Inspects, monitors, and/or evaluates information, work-related conditions, pavement condition and quality to determine compliance with prescribed operating, safety, or other standards, regulations, guidelines, etc. listed above. Detects hazardous materials-Diesel found in kerosene asphalt; detects traffic sounds when working near moving traffic, backup warning devices when working around moving equipment, and detects sirens, calls for help when out in the field. Operates a motor vehicle - ½ ton pickup requiring a standard Arizona Driver's License to inspect/survey pavement conditions in the field. Works with cleaning fluids and agents, chemicals or similar solutions (asphalt binder) using normal, routine, protective equipment to evaluate asphalt. Sets up and/or removes barricades, traffic cones or similar objects (arrow panel) to work in the streets. Works in a variety of weather conditions while performing evaluations in the field. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of the Pavement Management Program. Supervises and evaluates the work of subordinate personnel - Pavement Management Technicians. Prioritizes and assigns work to personnel and prioritizes own work - data collection and job reporting. Resolves procedural and other work related problems - specifications by evaluating pavement conditions. Coordinates work activities, program functions with other City departments, other cities, or other agencies (MAG, MCDOT, ADOT). Develops departmental policies and procedures and short and long-term objectives. Conducts research and analyzes pavement conditions to forecast treatments. Performs mathematical calculations, statistical computations, and financial and cost analysis. Assists in preparing the Pavement Management Program budget. Comprehends and makes inferences from written material to forecast and evaluate. Interprets blueprints, schematic drawings, layouts, and other visual aids to evaluate and estimate. Estimates labor and material costs from blueprints, forecasts, plans, and reports.

Knowledge and Abilities:

Knowledge of:

principles and practices of civil engineering pavement design, construction and inspection;
principles and practices of pavement condition and quality;
principles and practices of pavement maintenance and forecasting;
administrative principles;

principles and practices of contract administration and project management and evaluation;
principles, techniques related to construction activities and project administration;
field engineering and inspection practices;
advance design criteria for construction projects;
applicable city, state and industry laws, ordinances, regulations, codes and standards;
safe work practices and regulations pertaining to the work;
engineering mathematics;
computer applications related to the work including GIS and maintenance management systems; and
recordkeeping principles and practices;

Ability to:

supervise and direct work of subordinate staff;
prepare specifications;
evaluate engineering studies of large projects;
perform research, evaluate engineering and construction alternatives and make recommendations;
prepare clear and concise reports, correspondence and other written materials;
exercise sound independent judgment within established guidelines;
establish and maintain cooperative working relationships with citizens, public and private, organizations, boards and City staff;
perform skilled inspections of varied public works and related projects;
read and interpret drawings, plans, specifications and contracts;
interpret and enforce a variety of codes, ordinances and regulations;
write and maintain clear, accurate and concise records, reports, logs, correspondence and field sketches;
make accurate mathematic calculations; and
communicate tactfully and effectively with the public, developers, property owners,
and a variety of others contacted in the course of the work

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.

Revised 8/15

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CS4910.DOCX

EEO- Tech

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-Tec

INCREMENTS 62-200

PAY GRADE: 50

SECURITY-No

CDL-No

IND-5506

SWORN-No