

TRANSPORTATION FIELD OPERATIONS SUPERINTENDENT

JOB DESCRIPTION

Classification Responsibilities: A Transportation Field Operations Superintendent, under general direction, is responsible for managing and directing the operations of three or more workgroups of the Field Operations Division of the Transportation Department. Performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. An employee in this class performs administrative and managerial work, including preparing budgets, developing short- and long-range program activity projections, coordinating in-house and contracted maintenance activities, designing preventative maintenance programs and automating maintenance operations systems to control and monitor maintenance costs while effectively managing equipment and employee resources. This class also responds to and handles citizen complaints, conducts research and prepares management reports on materials, methods and equipment and assists in the development of departmental policies and procedures. An employee in this class is expected to exercise considerable initiative and independent judgment in resolving procedural and/or operational problems that are beyond the scope of responsibility of the supervisor level. Work is performed under the general direction of the Deputy Transportation Director - Field Operations and is reviewed through the evaluation of conferences, meetings, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

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 Management, Civil Engineering, or related field. Extensive (5+ years) work experience in street maintenance or field operations, preferably in a municipal setting, including 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. Coursework in Contract Law, Civil Engineering, or related area is desirable.

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, Council, Council Assistants and contractors to respond to complaints from citizens and to establish timetables and coordinate activities so jobs are completed in a timely manner. Prepares written

documents (examples: monthly cost reports, performance appraisals, invoices for payment, annual projections of manpower, etc.) with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

Manual/Physical: Reviews the work of others to ensure compliance with standard operating procedures and federal regulations. Inspects and monitors maintenance contracts, service agreements and vendor purchase orders to ensure terms of the contract or agreement are being met. 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, including a personal computer, copier, fax machine, telephone and calculator. Meets scheduling and attendance requirements.

Mental: Plans, organizes and directs the activities of at least three field operations workgroups. Supervises and evaluates the work of subordinate personnel for compliance with standard operating procedures and Division objectives. Prioritizes own work, work of others, and assigns work to personnel. Establishes and enforces operating procedures and work standards to ensure jobs are completed timely and in conformance with City and industry specifications. Coordinates work activities with other City departments. Assists in the preparation of the Division budget by analyzing the personnel and equipment needs of assigned areas. Participates in the formulation of Division policies, procedures, and short-term and long-term goals and objectives. Comprehends and makes inferences from written material regarding areas of assignment. Understands and interprets blueprints and schematic drawings in order to prepare cost projections to complete field operation projects. Oversees and assists in writing new or modifying existing bid specifications for special projects, materials and specialized equipment used on field operation projects. Learns job-related material in a classroom setting. Attends pre-construction conferences and post-construction final inspections of contracted street constructions, improvements, and any structures relating to street maintenance and/or traffic operation functions and responsibilities.

Knowledge and Abilities: *(depending on assignment)*

Knowledge of:

the materials, manpower, and equipment needed to complete street maintenance related assignments;
the principles and practices of employee supervision and development;
budget preparation and projections;
short- and long-range planning principles;
safety practices and procedures to be used when working near heavy traffic;
hot asphalt patching and procedures;
application practices and procedures for various types of seal coats;
signing and pavement marking practices and procedures;
concrete placement and finishing practices and procedures;
asphaltic concrete pavement overlay and reconstruction practices and procedures;
street light maintenance practices and procedures;
the City's pavement management system;
storm drainage system maintenance;
landscaping and retention basin maintenance;
service contract administration practices and procedures;
the City's procedures for procurement and accounting of services and materials;

traffic control practices as outlined in the City barricade manual;
computer software applications (examples: word processing, database, spreadsheet, scheduling, etc.); and
the uses and operation techniques of various street maintenance related equipment, including but not
limited to: motor grader, backhoe, street sweeper, hot patch truck and ten-wheel dump truck.

Ability to:

evaluate, coordinate and direct the work of several workgroups involved in the maintenance and repair of
the City's streets, storm drainage system, lighting, signing, striping, right-of-way and related unimproved
areas;

prepare clear and concise written reports of project/budget status, problems encountered, and overall
results achieved;

prepare multi-year budget projections based on costs for materials, manpower, and equipment necessary
to complete identified work projects;

respond to citizen complaints by investigating the problem or situation;

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

evaluate contract compliance by reviewing contract terms and conditions with observed performance of
contractor;

develop long-range work schedules based on manpower and equipment needed to complete the work;

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

train and supervise subordinates in all aspects of transportation field operations and contract
administration work;

effectively recommend personnel actions related to hiring, disciplinary procedures, performance, leaves
of absence, and grievances; 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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JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 56

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SWORN-No