

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

TRANSPORTATION MAINTENANCE SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise and direct the repair and maintenance of state and federal trunklines and public access sites.

Position Code Title - Transportation Maint Spv-1

Transportation Maintenance Supervisor 11

The employee serves as a first-line supervisor coordinating and directing the work of subordinate personnel.

Position Code Title - Transportation Maint Spv-2

Transportation Maintenance Supervisor 12

The employee serves as a supervisor coordinating and directing the work of subordinate personnel and has responsibility and oversight of a region/Transportation Service Center maintenance facility(ies) and associated fleet, or the employee serves as a supervisor with responsibility for coordinating and directing the work of subordinate personnel and has responsibility and oversight of department-wide or state-wide functions within a bureau or division performing complex or specialized work throughout the state. Also, functions and serves as a first responder.

Position Code Title - Transportation Maint Spv-3

Transportation Maintenance Supervisor 13

The employee serves as a supervisor coordinating and directing the work of subordinate personnel through supervisors and has responsibility for directing the Region or Bureau in the management of maintenance activities to ensure uniformity in maintenance standards.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports and daily work schedules, and composes correspondence related to the work.

Assigns, coordinates, and outlines the work methods of subordinate employees.

Supervises road and bridge/structure work activities performed by maintenance staff in such operations as pavement patch, seal coat, shoulder rebuild, guardrail reconstruct, cut and fill roadside embanks, culvert and underdrain repairs, and large erosion repairs.

Supervises pump station work activities.

Determines type and amount of equipment and materials necessary for various transportation maintenance operations and estimates labor needs.

Coaches, mentors, and trains new transportation maintenance staff in all phases of maintenance operations.

Coordinates the work element training to be conducted in the work unit. Advises employees in the operation of the work element system. Maintains the training records for the work unit.

Supervises and provides expertise for the maintenance of road surfaces, shoulders, drains, roadside parks, rest areas, and bridge maintenance activities.

Oversees the removal of snow and the use of abrasives or chemicals on trunklines.

Conducts road and bridge/structure inspections to determine maintenance needs.

Prepares monthly schedules and establishes work priorities for major work operations for review by management.

Inspects all signs in the assigned area to determine the extent of deterioration, damage, loss of reflectivity, and projected life; inspects all roads in area for maintenance needs.

Ensures uniformity of transportation maintenance operations, methods, and procedures through field inspections and instructions.

Checks and approves time, material, and equipment cost repairs.

Analyzes and compares the productivity and accomplishment of all crews as shown from maintenance activity reporting system reports and takes corrective action, if needed.

Investigates complaints on road or bridge conditions and right-of-way encroachments.

Directs workers performing such operations as driving sheeting and pylons, repairing, and sealing joints, making forms, mixing and finishing concrete, mixing and placing patching materials, and cleaning and painting highway structures.

Maintains inventory and procures and coordinates materials, supplies, and equipment needed for maintenance activities.

Coordinates bid processes for materials, services, and equipment including obtaining bids and supporting documents, tracking the work, and submitting request for payment.

Oversees the servicing and directs the repair of vehicles and equipment.

Inspects and approves/rejects work done by contractors.

Coordinates maintenance efforts with MDOT staff throughout the state as well as local municipal partners.

Approves/rejects payments to contractors and vendors.

Directs the trimming and removal of trees along major highways, assists local crews in removing the larger and more hazardous trees along secondary roads and streets.

Directs and coordinates the erection, repair, and removal of steelwork, the installation of drainage structures, and the repair of footings, abutments, and superstructures.

Monitors and ensures spending remains within allotted budget.

Performs any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

Additional Job Duties

Transportation Maintenance Supervisor 12

Serves as a first responder which includes being available outside normal working hours for emergency situations and responding to incident scenes involving our infrastructure by coordinating with police/fire/emergency medical service and other MDOT resource areas to ensure the road or bridge is in a safe condition before being re-opened.

Monitors, tracks, and manages data collection for road or bridge/structure maintenance rating systems. Ensures staff are trained on asset management collection to ensure accurate data collection.

Responsible for inputting/tracking work orders and requests within the Department's facility management computer system. Track time, equipment, and materials utilized for facility repairs and report those costs within the facility management computer system.

Develops work orders for scheduled work activities and tracks and reports on staff hours, equipment, and materials used within the department's asset management systems.

Monitors, assigns, tracks, and reviews work requests established within the Property Damage Reclamation Program.

Assists Transportation Maintenance Coordinators or Engineers in the development of detailed work plans for geographic areas of responsibility.

Performs or directs unique or complex safety-related road or structural repair activities that may involve certifications or licenses, specialized training, or operations of specialized equipment, etc.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 11 level, thorough knowledge is required at the 12 level, and expert knowledge is required at the 13 level.

Knowledge of methods, techniques, materials, tools, and equipment used in the work.

Knowledge of methods and materials adaptable to the maintenance of road surfaces, shoulders, drains, signs, special roadside areas, and the removal and control of ice and snow.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of training and supervisory practices, policies, and procedures.

Knowledge of labor relations and applicable union contracts.

Knowledge of regulations related to the granting of permits and encroachments of right-of-way.

Knowledge of repair, maintenance, and installation of overhead sign structures and sign structure foundations.

Ability to determine need for and requisition materials, supplies, and equipment used in the work, prepare work schedules and time, material, and cost estimates.

Ability to read and interpret design plans and shop drawings.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to determine maintenance needs.

Ability to inspect and oversee road and bridge/structure maintenance projects and to supervise and coordinate their work.

Ability to lead team managed work groups.

Ability to determine the quality of work conforms to prescribed standards.

Ability to assume responsibility for materials, supplies, and equipment.

Ability to wear adequate personal protective equipment.

Ability to maintain records and prepare reports related to the work.

Additional Knowledge, Skills, and Abilities

Transportation Maintenance Supervisor 12

Knowledge of the maintenance management systems.

Knowledge of budget preparation and control.

Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

Physical Requirements

The job duties may require an employee to sit and/or drive for long periods of time.

The job duties may require an employee to work in confined spaces.

The job duties may require an employee to work from heights.

The job duties may require an employee to complete the physical qualifications required by the Federal Commercial Driver's License.

The job duties may require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties may require an employee to lift and/or move heavy objects.

The job duties may require an employee to traverse rough terrain.

The job duties may require an employee to be exposed to outdoor weather elements.

Education

Education typically acquired through completion of high school.

Experience

Transportation Maintenance Supervisor 11

One year of experience equivalent to a Transportation Maintenance Worker 9; or two years equivalent to a Bridge Worker E8, Electrician Licensed E9, Heavy Equipment Mechanic E10, Maintenance Mechanic E9, Steeplejack E9, or Welder E9.

Transportation Maintenance Supervisor 12

One year of experience equivalent to a Transportation Maintenance Supervisor 11; or two years equivalent to a Transportation Maintenance Worker 9; or three years equivalent to a Bridge Worker E8, Electrician Licensed E9, Heavy Equipment Mechanic E10, Maintenance Mechanic E9, Steeplejack E9, or Welder E9.

Transportation Maintenance Supervisor 13

One year of experience equivalent to a Transportation Maintenance Supervisor 12 or Transportation Maintenance Coordinator 12; or two years equivalent to a Transportation Maintenance Supervisor 11.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
TRANMTSPV	TRANSPORTATION MAINTENANCE SUPERVISOR	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Transportation Maint Spv-1	TRMTSPV1	NERE-069
Transportation Maint Spv-2	TRMTSPV2	NERE-072
Transportation Maint Spv-3	TRMTSPV3	NERE-074

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