

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
HIGHWAY MAINTENANCE SUPERVISOR

DEFINITION

Supervises the operations of an assigned area within a district of the Department of Transportation as part of a team to develop program goals and allocate resources for the maintenance of roadways, structures, bridges, and maintenance construction projects; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates and effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures and administers personnel and related policies and procedures.

Determines district-wide maintenance operations work programs and objectives, maintenance programs, material needs, staffing resources to insure work stays within the confines of the allocated district budget as a part of the District Maintenance Management Team; monitors and controls budget expenditures within the assigned area.

Uses computers to keep track of budget on a monthly basis, to prepare time sheets, expense sheets, crew reports, narrative and statistical reports relating to maintenance and repair activities by recording amount of time required for each activity, number and type of employees utilized for the repair, the amount and type of materials used, and the location and type of roadway repaired; interpret and apply dashboard information.

Informs subordinates about the policies, procedures and goals of management as they relate to the work of the unit; answers their questions on such matters or obtains information from specialists when subject matter requires technical knowledge to provide answers.

Assigns and explains work assignments to lead workers and program specialists for new or changed programs, functions, goals and processes; establishes operating guidelines to implement required changes.

Inspects highways within an assigned area to determine the maintenance needs of surfaces, shoulders, structures, drainage facilities, signs, and right-of-way areas; assigns employees routine maintenance or repair activities; reports major deficiencies to superior.

Reviews and approves work plans by reviewing equipment maintenance and operation maintenance records, equipment depreciation schedule and operating expenses; reviews and approves plans for the storage and use of salt, aggregates, bituminous materials, and other materials required for the maintenance and repair of highways and roads.

Reviews and assigns schedules for completion of sign installation and sign maintenance in an assigned area.

Assigns staff to complete both narrative and statistical reports relating to maintenance and repair activities, recording the amount of time required for each activity, number and type of employees utilized for the repair, the amount and type of materials necessary to complete the repairs and the location and type of roadway repaired.

Answers inquiries and provides information to the general public on maintenance responsibilities and duties as they relate to the use and upkeep of state property within and along the highway right of way.

Determines the need for emergency highway maintenance activities by evaluating and determining road conditions during inclement weather conditions through the use of computer applications, such as the Roadway Weather Information System (RWIS), weather reports, personal observations, or reports from law enforcement officials and the general public; directs and coordinates employees in the removal of

snow, ice, or hazardous materials from the highway surface through the use of plows, spreaders, maintainers, tractors, etc.; also involves coordination of work with other states, cities, counties, and other state maintenance shops and assist them if they need extra personnel in emergency situations.

Operates various highway maintenance equipment such as, but not limited to, tractors, dozers, loaders, trucks, graders and snow plows performing highway maintenance duties; oversees material usage in the field and ensures crew is addressing the assigned operations properly; maintains records of the quantities of supplies used.

Arranges for investigations of personal injury accidents occurring within the highway right of way to determine or establish possible state liability for future tort claim litigation by interviewing eyewitnesses and/or law enforcement officials, inspecting the accident scene, documenting damage by taking photographs of the accident scene, and writing a report detailing the findings of the investigation.

COMPETENCIES REQUIRED

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements of the Department of Transportation.

Knowledge of the State and department's resource allocation processes for budget preparation and allocation, equipment acquisition, purchasing, staffing and materials.

Knowledge of source materials and guidelines which can be used to resolve problems encountered not covered by precedent action.

Knowledge of the standard methods, materials, tools, and equipment used in highway maintenance work.

Knowledge of the federal, state and departmental regulations applicable to the work, such as the proper use of safety equipment (i.e., shoes, hard hats, goggles, etc.) equipment operation, and materials handling.

Knowledge of the applicable department policies, procedures, and regulations pertaining to highway and equipment maintenance, record keeping, budgeting, reporting requirements, personnel transactions, and collective bargaining.

Knowledge of elementary engineering principles and practices involved in highway maintenance operations.

Knowledge of the characteristics and special needs of highways within the assigned area, such as the terrain, composition of roadway surfaces, bridge conditions, etc.

Knowledge of the principles, practices, and methods of supervision in order to effectively administer the provisions of collective bargaining contracts and to institute sound personnel practices.

Knowledge of the effects weather conditions have on road surfaces (i.e., expansion, contraction, deterioration, erosion, etc.) and the extent these conditions effect the safe movement of traffic.

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

Knowledge of winter maintenance operations, such as anti-icing and de-icing principles.

Knowledge of rules and regulations pertaining to proper placement of signs and placards within and along the highway right of way.

Ability to plan, direct and supervise the work of employees.

Ability to assess road conditions, hazards, and surface deterioration in order to determine the need for repair or corrective action.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Ability to consider new ideas or divergent points of view.

Ability to adjust to change, work pressures or difficult situations without undue stress.

Ability to objectively evaluate facts, situations and circumstances.

Ability to analyze reports of road conditions, hazards, and surface deterioration in order to determine need for repair or corrective action.

Ability to plan, prepare, and monitor budget expenditures in order to insure a complete and efficient highway maintenance program.

Ability to plan and monitor maintenance activities to insure repairs are timely, necessary, and completed in accord with departmental policies and procedures as to the use of appropriate equipment, materials, workforce, and safety requirements.

Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.

Ability to drive vehicles in a safe and conscientious manner.

Ability to drive equipment with a manual transmission and clutch.

Ability to climb, kneel, crouch, crawl, stoop and twist and perform duties using appropriate tools and equipment within safety standards.

Ability to walk over uneven ground.

Ability to accurately perform mathematic calculations.

Ability to operate computers and/or other electronic devices and use programs/applications to conduct Department of Transportation business.

Ability to read and write English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to appropriately use anti-icing or de-icing materials.

Skill in operating computers and related software applications to record and receive data and make decisions regarding times, temperatures, weather conditions, and material usage.

Skill in use of Roadway Weather Information System (RWIS), weather reports and other related computer software applications.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to eight years of full-time highway maintenance work, highway construction work or highway materials inspections work;

OR

an equivalent combination of education and experience substituting one year (thirty semester hours or the equivalent) of college or technical school coursework in business administration, construction technology/management, or engineering for one year of the required experience to a maximum substitution of four years;

OR

employees with current continuous experience in the state executive branch that includes supervisory experience equal to one year of full-time work in the area of highway maintenance or construction.

NECESSARY SPECIAL REQUIREMENTS

Positions in this class require possession of a valid Commercial Learner's Permit upon hire. Within a timeframe determined by the appointing authority, a valid Class A Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained in order to continue employment.

In conjunction with Title 49 of the Code of Federal Regulations (parts 40 and 382), this job requires a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program and will be subject to the regulations regarding the Federal drug and alcohol testing program.

NOTES

Employees must be able to travel and may be required to stay away from home overnight during assignments.

All persons in this classification must be able to respond to emergency situations twenty-four hours a day.

Effective Date: 11/17 SA