

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

SOILS PARTY SUPERVISOR

DEFINITION

Directs, approves and supervises the work of soils crews; provides administrative and technical services to statewide soils and geological surveys; 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; 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.

Recommends use of personnel, equipment and training needs. Ensures production schedules, staff, material resources and equipment are prioritized and meet the customer's needs that statewide geotechnical investigations are properly completed to support of the highway improvement program.

Establishes project guidelines, implements changes; anticipates and resolves problems, identifies and monitors project progress.

Determines locations at which to collect soils data; prepares the drilling layouts utilizing computer applications; identifies which methods and equipment to use for each type of soil and rock encountered. Identifies potential problems and plans possible resolutions. Changes established sampling procedures to obtain special information concerning soil characteristics.

Ensures property owners are contacted for permission to access property to obtain required soils information and that any damage agreements are properly executed.

Reviews property damage vouchers and work progress reports to verify hours and project numbers, and to ensure accurate calculations.

Establishes project guidelines, implements changes; anticipates and resolves problems; identifies and monitors project progress.

Participates in surveying the more difficult traverses.

Ensures periodic and timely maintenance of survey equipment, recommending replacement as necessary. Develops specifications, projects costs and justifications for new equipment.

Directs field staff in response to emergency repair projects resulting from natural disasters. Works with various DOT, local, state and federal authorities to resolve problems with roadways and bridge embankments.

Reviews/coordinates descriptions, soil sampling patterns and reporting techniques of individual crews through periodic visits to the projects to ensure that necessary data is collected and policies are carried out.

Alters drilling and sampling procedures to maintain an effective survey at the lowest cost.

Investigates complaints from the public regarding the work of field crews.

COMPETENCIES REQUIRED

Knowledge of the current principles, practices, literature, and trends in professional geology, and related fields.

Knowledge of surveying techniques including the use of theodolites, levels, and the Global Positioning System.

Knowledge of Iowa geology, soil and rock classifications and the ability to correctly identify and describe how these materials will affect design and construction projects such as retaining walls, wetlands and bridges.

Knowledge of soil and rock drilling and sampling techniques and requirements for various types of projects including bridges, culverts, retaining walls, roadways, borrows, and wetlands.

Knowledge of the Manual of Uniform Traffic Control Devices DOT policies and federal or state regulations relating to the geotechnical aspects of highway design, including environmental issues and Occupational Safety and Health Administration regulations.

Skill in the operation and maintenance of a variety of engineering survey equipment for soil sampling, bridge sounding and drilling equipment.

Ability to assess sampled materials to determine if the materials available at the drilling site will meet the needs of the highway improvement project.

Ability to learn the agency's programs, policies, and regulations as they affect projects and programs, budget, purchasing, field studies and record-keeping, etc.

Ability to establish work priorities and schedules to effectively utilize available resources, meet department/agency goals, and comply with state/federal requirements.

Ability to identify and provide resources, provide assistance and remove or reduce barriers to ensure and enhance quality performance of teams or groups.

Ability to obtain necessary data from scientific and technical documents, reports, the internet and other reference materials to document proposals or theories and seek out alternate procedures, etc.

Ability to use computer software for analyzing research data and writing reports.

Ability to understand and be able to use knowledge of engineering, construction and basic mathematics.

Ability to correctly identify and respond to hazardous materials encountered during drilling operations.

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

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

Ability to inspect completed and in-process work for accuracy and compliance with standards.

Ability to plan, organize, supervise, and evaluate the work of others.

Ability to maintain accurate records of work progress.

Ability to deal tactfully and effectively with the public.

Ability to read design plans.

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

Graduation from high school or G.E.D., and six years of full-time experience with a soils sampling crew which includes two years of supervisory experience;

OR

an equivalent combination of education and experience substituting 30 semester hours of accredited post high school education in construction technology/management, geotechnical studies, or engineering for each year of the required experience to a maximum substitution of four years with no substitution for the two years of supervisory experience;

OR

experience equal to six years of full-time work with a soil sampling crew which includes three years as a lead worker;

OR

employees with current continuous experience in the state executive branch that includes two years of full-time work as a Soils Party Chief.

NOTE

All applicants for this classification must be able and available for frequent, statewide travel and must possess or be able to obtain a valid Driver license.

Effective Date: 01/10 DK