

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV34514</b>
<b>Job Class Code:</b>	<b>820</b>	<b>Salary Schedule:</b>	<b>ANONREG</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>S10</b>
<b>Workers Comp Code:</b>	<b>5506</b>		

<b>Job Code Established:</b>	<b>12/08/06</b>	<b>Effective Date:</b>	<b>01/24/07</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Highway Operations Series

**JOB CODE TITLE:** HIGHWAY OPERATIONS SUPERINTENDENT

**HRIS TITLE:** HWY OPS SUPT

### **CHARACTERISTICS OF THE JOB CODE:**

Under general direction, manages, through subordinate supervisors, multiple highway operations **orgs** within an assigned district. Performs a variety of highway operational duties of considerable complexity and responsibility in the fields of maintenance operations, project management, traffic engineering, or construction, including assisting with the development, budgeting and implementation of the work program.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Directly supervise the highway operations technician supervisors and administrative staff in an assigned district, providing guidance, assistance, and support in defining and refining the annual work program. Assist superiors with the administration and management of the highway operations program for a group or district. Assemble the district work program and verifies the work performed is within the acceptable standards of federal, state, local, and tribal laws, performance, policy and budget. Develop projections and special reports for budget forecasting and cost comparisons. Review district work areas with supervisor for asset conditions and work needs. Assist in setting priorities and tack trends for highway improvements. Assist in development of the five-year plan to include major and minor projects, bridges, pavement preservation, enhancements, rest areas, and special projects. Develop and administer maintenance and construction projects, approving work methods, products and payments. Provide assistance on routine highway emergencies and supervises complex multi-org emergency incidents. Coordinate with others to maintain and update the org work program, reviewing highway condition assessments, identifying budget needs, resource requirements, budget development and making work adjustment. Attend construction project design reviews and final walk-throughs for recommendations of acceptance. Administer personnel policies and procedures for appointments and for recommending/implementing disciplinary actions. Administer and assign expenditures from the allotted maintenance budget and approve payments for highway contracts and equipment purchases within procurement guidelines.

Read, interpret and apply specifications and drawings; inspect materials and products for acceptance; make decisions within established procedures and practices of work section; recommend improvements in work process, and give guidance to the public regarding transportation issues.

**WORK CONDITIONS:** Depending on the work location and assignment, some outdoor work can encounter extremes of cold and heat, considerable time away from home base, rugged terrain, and high speed traffic conditions.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge:** comprehensive knowledge of principles and practices of highway operations as applied to construction, traffic engineering, project management; computational and adjustment factors to be applied in the review and analysis of engineering data; computer programs; federal and state statutes and agency standards, policies and procedures; the maintenance management system; procurement procedures; budgeting; supervisory and managerial procedures; personnel actions; contract development and administration; encroachment permit policies; environmental policies; highway materials and equipment; Manual of Uniform Traffic Control Devices traffic for work zones; construction cost estimating. Incident response and incident management techniques and local emergency management protocol; environmental regulations governing impacts cultural and biological resources and the waters of the U.S.; permits process relating to right of way encroachments; winter storm management principles, the utilization of data from the National Weather Services and ADOT Roadway Weather Information System; appropriate use and application of anti-icing and deicing chemicals; procedures and practices established for the work section; knowledge of math, accounting, English, grammar, computer systems; effective oral and written communication; office procedures, procurement, PeCos reporting and coding, feature inventory and customer service.

**Skill/Ability to:** analyze and evaluate highway operations data; research, read and interpret technical engineering documents, such as surveys, designs, plans and details; handle difficult situations with the public; interpret construction standards and specifications; organization and prioritization of work elements and project schedules; administer and monitor contracts and budgets; plan, organize, supervise, assign, inspect and evaluate the work of others; motivate and evaluate staff and provide for their training and development; analyze complex highway maintenance problems, evaluate alternatives and recommend or adopt effective courses of action; apply and make advanced level interpretations of federal, state, and agency laws, rules, regulations, policies and procedures pertaining to work activities, safe practices and public contact/customer service practices; develop and implement work standards; prepare clear and concise records, reports, and other written materials; plan, coordinate, analyze, and perform multiple tasks; oral and written communication; comprehend and give directions; read, interpret and apply specifications and drawings; inspect materials and products for acceptance; exercise independent judgment and initiative, solve problems and make decisions within established procedures and practices of work section; handle emergency situations; establish and maintain effective interpersonal relationships; lead and coach subordinates; work under stressful conditions; to learn and adapt to changing priorities.

KSAs are typically obtained through experience and/or education in:

- Bachelor of Science degree in a closely related field
- Work experience equivalent to Highway Operations Technician Supervisor
- Registration in the State of Arizona as applicable to the position

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**SPECIAL SELECTION FACTORS:**

- Required training or equivalency: Supervisor Training in Accident Reduction Techniques (START), Equipment Operator Training and Evaluation Program, Maintenance Supervisor Training Program, Supervisor MUTCD Traffic Control Training
- Must possess an Arizona Driver's License at time of appointment