

TRANSPORTATION SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Plans and supervises the maintenance, repair and operation of light and heavy transportation equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all duties listed, nor do the examples cover all the duties which may be performed.)

Plans and supervises the maintenance, repair and operation of light and heavy transportation equipment in a department/agency.

Consults with and advises administrative and operating officials regarding transportation and repair services; reviews cost data and makes appropriate recommendations regarding operations and maintenance of equipment.

Establishes work schedules and priorities; makes decisions regarding need for and extent of repairs to be made.

Prepares budget estimates and justification; reports on activities; performs other general administrative functions and requirements.

Develops and administers work safety programs and practices.

Oversees vehicle parking plans and security of parking areas.

Plans and conducts safety inspections and annual renewal of vehicle registrations.

Formulates program policies and guidelines.

Supervises the recordkeeping activities; keeps inventory of repair parts and equipment and requisitions replacement stock.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, tools and equipment used in the operation and maintenance of transportation equipment.

Knowledge of management principles and practices.

Knowledge of the occupational hazards and safety precautions in the transportation equipment operation and maintenance and repair work.

Ability to direct the light and heavy equipment operations and maintenance programs and activities of a department/agency.

Ability to interpret, apply and make decisions in accordance with program guidelines.

Ability to formulate and recommend program policies and procedures.

Ability to evaluate operational effectiveness and recommend/implement appropriate changes to improve program effectiveness.

Ability to enforce safe work practices on the job.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the maintenance and operation of transportation equipment.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of skilled work in the maintenance and repair of light and heavy transportation equipment and two years of supervisory work; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Range: 30


J.C. BORJA, EXECUTIVE DIRECTOR
CIVIL SERVICE COMMISSION