

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Transportation Administrator

SERIES NO.:

6191

MAJOR AGENCIES:

Transportation only

EFFECTIVE DATE:

01/21/2007

SERIES PURPOSE:

The purpose of the transportation administrator occupation is to administer various programs/activities of a county work unit.

Glossary: The terms listed below are to be interpreted to mean the following whenever they appear in the classification specification.

County Work Unit: Each of the recognized 88 counties within the State of Ohio.

Highway Management Program: Involves responsibility for planning all short & long term highway maintenance (e.g., maintenance of highway surface & berm, all funded construction projects to include project inspection & materials control & testing, snow & ice control measures, installation, repair & removal of guardrail, bridges, culverts, drainage appurtenances, construction/renovation & maintenance of roadside parks & construction/ renovation &/or maintenance of equipment, buildings & facilities) to include location of the proposed work, type of work, quantity of items, estimated cost & if work should be accomplished by contract or force account, insures operations are in compliance with allocated budget & are cost effective in application of resources (e.g., staff, materials & equipment). Employee will also allocate fiscal resources to area operations on basis of need, monitor & report budgetary levels to higher authorities to include requests for modification & project future fiscal equipment, material & personnel needs by evaluating requests & reports of projects needed improvements submitted by lower-level supervisors. Employee will supervise lower-level supervisors &/or other personnel.

CLASS TITLE

Transportation Administrator

CLASS NUMBER

61911

PAY RANGE

14

EFFECTIVE

01/21/2007

CLASS CONCEPT:

The administrator level classification works under general direction & requires considerable knowledge of management/supervisory principles & techniques, budgeting, highway maintenance operations & oral & written communication in order to plan & administer entire highway management program for assigned county work unit & supervise lower-level supervisors &/or other personnel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Transportation Administrator	61911	EX	01/21/2007	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In assigned county work unit, plans & administers entire highway management program within allocated budget (i.e., plans, & schedules long & short term highway maintenance & funded construction activities to include location of proposed work, type of work, quantity of items, estimated cost & if work should be accomplished by contract or force account; prioritizes & authorizes operations through job assignments prepared by lower-level supervisors; ensures operations comply with directives, standard operating procedures & policies of department; coordinates with higher authorities & other supervisors to assure adequate personnel to staff projects; establishes operating plan to ensure cost effective application of staff, materials, equipment & other resources for maintenance & funded construction activities), controls budget by allocating resources to area operations based on evaluation of needs & obtains resources needed to manage area (e.g., all highway maintenance material including aggregate, asphalt, concrete, guardrail, culverts, catch basins, salt, grit, calcium; all utilities including water, electricity, natural gas or propane, telephone & sewers & fuel to operate equipment), monitors & reports budgetary levels to higher authorities, requests modifications to budget as needs dictate (e.g., emergencies), projects future fiscal needs to highway management administrator by evaluating requests & reports of projects & needed improvements submitted by lower-level supervisors, projects next fiscal year's material, equipment & personnel needs to develop budget recommendation & authorizes purchase of needed resources, supervises lower-level supervisors &/or other personnel in administration of highway maintenance & funded construction projects/activities (e.g., coaches staff through developmental assignments & feedback; ensures supervisors utilize developmental plans for staff; evaluates performance; administers or recommends discipline as appropriate; interviews & recommends applicants for hire or promotion; provides opportunities & assesses needs for developmental training).

Verifies that all highways have been inspected in accordance with established standards & policies; identifies existing defects & schedules for repair; ensures all equipment within assigned county work unit has preventative maintenance performed, remains in high state of readiness & is operated in safe manner; periodically reports all overtime usage; is responsible for contents & housekeeping for all building & facilities & inventory control within assigned county work unit; assures that all materials meet standards & are properly utilized.

Ensures safety of employees assigned to area (i.e., work zones are in compliance with appropriate standards; employees are properly trained prior to utilizing equipment; all employees maintain appropriate required license; staff follow proper safety guidelines when utilizing equipment).

Performs administrative duties related to highway maintenance operations (e.g., investigates & responds to complaints from property owners & public; investigates Court of Claim cases & provides documentation of work activities when directed; prepares concise & accurate written reports relating to operational activities; attends meetings with general public & other governmental agencies; maintains records & files; interviews prospective employees; counsels employees, follows collective bargaining agreement in relation to matters involving union staff; works with labor relations/personnel to respond to grievances or other labor related issues; answers correspondence; operates personal computer to enter & retrieve data &/or generate reports & correspondence).

MAJOR WORKER CHARACTERISTICS:

Knowledge of management/supervisory principles & techniques; highway maintenance operations; budgeting; oral & written communication. Skill in operation of personal computer.* Ability to read & interpret blueprints or plans; develops & execute highway maintenance & funded construction operational plan involving use of equipment materials &/or employees; control & monitor budget; gather, collate & classify information about data people or things; handle sensitive & routine contacts with general public, other governmental agencies & contractors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. trg. or 24 mos. exp. in developing & executing operational plan involving equipment, materials or employees (e.g., identification of proposed work; type of work; quantity of items; estimated cost; priority & authorization of operations; if work should be accomplished by contract or existing workforce); 24 mos. trg. or 24 mos. exp. in developing &/or administration of operating budget (e.g., allocation of resources based upon needs assessment; requesting modifications to budget levels; projecting fiscal needs based upon proposed material, equipment or personal needs); 24 mos. trg. in supervisory principles & techniques or management or 24 mos. exp. as supervisor or manager; 12 mos. trg. or 12 mos. exp. in highway construction or maintenance project management which utilized heavy equipment (e.g., maintenance of highway surface & berm; snow & ice removal; installation/construction, maintenance, repair & removal of guardrails,

bridges, culverts, drainage appurtenances, roadside parks); 1 course or 3 mos. exp. in reading & interpreting blueprints or plans.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel; may be exposed to highway & construction project conditions.