

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

Transportation Manager

SERIES NO.:

6192

MAJOR AGENCIES:

Transportation only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the transportation manager series is to supervise personnel engaged in or determine county/district/central office operational policies & plan for or establish, implement & enforce policies & procedures & safety practices having statewide or district-wide impact governing construction, testing, highway maintenance or equipment maintenance.

At the lower level, employees supervise employees engaged in highway construction &/or maintenance &/or equipment maintenance &/or route marking activities &/or bridge activities.

At the middle level, employees establish & implement operational plan for one or more designated highway maintenance program activities.

At the higher level, employees develop, implement & enforce policies, procedures & safety practices relating to all or a combination of programs &/or operational activities having statewide or district-wide impact.

GLOSSERY: 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, except Cuyahoga county, is considered a county work unit.

Highway Maintenance Program: covers all funded construction projects to include project inspection & materials control & testing, maintenance of all highway surface & berm, snow & ice control measures, installation, repair & removal of guardrail, bridge projects & related activity, culverts, drainage, appurtenances, construction/renovation & maintenance of roadside parks & construction/renovation &/or maintenance of equipment, buildings & facilities.

Operational Plan: short range plans to establish work practices, determine work schedules, coordinate equipment needs, establish standard operating procedures, schedule & coordinate workforce training & evaluate work unit for effectiveness & efficiency. Also includes recommended long-term changes in work activities & processes based on trends effecting work unit.

Yard Territory: because of the size of Cuyahoga county, it has been sub- divided into three parts. Each part is called a yard territory and is considered equal to a county work unit.

CLASS TITLE:

Transportation Manager 1

CLASS NUMBER:

61921

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The first managerial level class works under general direction & requires considerable knowledge of highway maintenance, bridge maintenance & repair, equipment maintenance & repair or route marking & skill in operation of associated tools & equipment in order to supervise & assist employees engaged in highway maintenance program projects (e.g., bridge maintenance & repair; equipment maintenance & repair; route marking; funded construction projects to include project inspection & materials control & testing).

CLASS TITLE:

Transportation Manager 2

CLASS NUMBER:

61922

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second managerial level class works under general direction & requires considerable knowledge of supervisory

principles & techniques or management, highway maintenance, bridge maintenance & repair or route marking & skill in operation of associated equipment in order to establish & implement operational plan for one or more designated highway maintenance program activities (e.g., equipment maintenance & repair &/or heavy equipment operation) for one or more county work units or yard territories or district office to include short & long term plans.

CLASS TITLE:

Transportation Manager 3

CLASS NUMBER:

61923

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The third managerial level class works under administrative direction & requires thorough knowledge of highway maintenance, construction, equipment maintenance & repair, roadway construction materials control & testing & supervisory principles & techniques or management in order to develop, implement & enforce policies, procedures & safety practices having district-wide or statewide impact that affect all or combination of following to ensure efficient operations: equipment maintenance &/or operational activities of counties &/or inspection of roadway construction activities including approval of contingencies (i.e., quality & design changes) &/or testing of materials used in roadway construction including review of testing proposals, plans & specifications & in addition, oversee & direct technical, support & supervisory personnel in assigned operations, interpret & explain policies & procedures, direct assigned program(s) activities, provide technical assistance in area of expertise, evaluate & recommend changes in work practices impacting assigned program(s) & assist in formulating district/central office short & long term plans.

CLASS TITLE: Transportation Manager 1	CLASS NUMBER: 61921	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

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.)

Supervises & assists employees engaged in highway maintenance program projects (e.g., pavement repair; drainage repair; bridge maintenance, repair &/or replacement; route marking; automotive equipment maintenance & repair; maintenance & repair of culverts &/or guardrail; funded construction projects to include project inspection & materials control & testing).

Inspects progress of ongoing & completed projects for assigned area; completes progress reports on ongoing projects; prepares & maintains reports for assigned area; enforces departmental policies, procedures & safety regulations.

Maintains daily work records of equipment & material usage; contacts vendors to order materials, parts, supplies &/or services; completes requisitions for materials, equipment & tools; inventories materials, parts & supplies & maintains inventory records; operates personal computer &/or enters data into computer.

Operates equipment associated with work crew activities.

Investigates inquiries & provides information to general public &/or public officials in response to inquiries; settles minor complaints from general public & refers major complaints to higher authority; attends training sessions or seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles & techniques or management*; equipment maintenance & repair, bridge maintenance & repair, route marking & associated safety practices. Skill in operation of machines, tools & equipment applicable to assigned projects; operation of personal computer*; operation of motor vehicle. Ability to oversee & inspect ongoing & completed projects; gather, collate & classify information about data, people or things; prepare & maintain accurate reports & records; handle routine inquiries & minor complaints from general public & refer major complaints to higher authority.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Applicants must meet one of the following depending upon the program projects assigned to the position in question:

For positions involved in equipment maintenance & repair, requires 2 yrs. trg. or 2 yrs. exp. in equipment maintenance & repair (i.e., automotive mechanics &/or auto body repair), associated safety practices, & using/operating associated equipment.

-Or for positions involved in bridge maintenance & repair, requires 2 yrs. trg. or 2 yrs. exp. in bridge maintenance & repair, associated safety practices, & using/operating associated equipment.

-Or for position involved in route marking, requires 2 yrs. trg. or 2 yrs. exp. in route marking, associated safety practices, & using/operating-associated equipment.

-Or for positions involved in highway maintenance, requires 2 yrs. trg. or 2 yrs. exp. in highway maintenance, associated safety practices, & in using/operating associated equipment.

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

Note: if position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle must have valid driver's license.

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

Renewal of commercial driver's license if assigned to operate motorized equipment of size & type regulated by sections 4506.1, 4506.03 & 4506.12 of Revised Code.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE: Transportation Manager 2	CLASS NUMBER: 61922	BARGAINING UNIT: EX
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EFFECTIVE DATE:
03/07/2004

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.)

Establishes & implements operational plan for one or more designated activities of highway maintenance program (e.g., equipment maintenance & repair &/or heavy equipment operation) for one or more county work units or yard territories or district office, develops short range plans to implement policies to include establishing work priorities, determining work schedules, coordinating equipment needs, establishing standard operating procedures, scheduling & coordinating work force training plan & evaluating work unit practices for effectiveness & efficiency, makes necessary policy or procedure changes, & recommends long term changes in work practice based trends effecting work unit including but not limited to conducting research into new equipment, facility changes or product utilization.

Provides technical advice to staff; generates operational, workforce & fiscal reports; approves purchases of equipment & supplies; oversees disposal of equipment; oversees & directs inventory; conducts safety inspections & takes necessary action to correct unsafe activities; works with safety personnel to review injury & accident claims & investigate solutions.

Operates automobile or other state vehicle to inspect existing conditions (e.g., heavy motorized equipment, highways, bridges, culverts) to evaluate condition & determine necessary repairs; inspects equipment for proper operation & upkeep; schedules equipment maintenance.

Reads publications & attends training to stay current on trends, new regulations, improved practices & other related topics; oversees work activities in assigned areas as needed to troubleshoot or supervise employees in absence of regularly assigned supervisor.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; supervisory principles & techniques or management; highway maintenance, bridge maintenance & repair, route marking & associated safety practices. Skill in operation of machines, tools & equipment applicable to assigned area; operation of computer terminal*; operation of motor vehicle. Ability to establish, modify & implement operational plan for assigned activities &/or county work unit; gather, collate & classify information about data, people or things; inspect existing conditions & equipment to determine needed repairs & maintenance; prepare required reports & records.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in supervisory principles & techniques or management; 6 mos. trg. or 6 mos. exp. in inventory control; valid driver license,

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In addition, applicants must meet one of the following depending upon the program projects assigned to the position in question:

For positions involved in equipment maintenance & repair, requires 3 yrs. trg. or 3 yrs. exp. in equipment maintenance & repair (i.e., automotive mechanics &/or auto body repair), associated safety practices, & using/operating associated equipment.

- Or for positions involved in bridge maintenance & repair, requires 3 yrs. trg. or 3 yrs. exp. in bridge maintenance & repair, associated safety practices, & using/operating associated equipment.

- Or for positions involved in route marking, requires 3 yrs. trg. or 3 yrs. exp. in route marking, associated safety practices, & using/operating-associated equipment.

- Or for positions involved in highway maintenance, requires 3 yrs. trg. or 3 yrs. exp. in highway maintenance, associated safety practices, & using/operating associated equipment.

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

Note: if position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle must have valid driver's license.

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

Renewal of commercial driver's license if assigned to operate motorized equipment of size & type regulated by sections 4506.1, 4506.03 & 4506.12 of Revised Code.

UNUSUAL WORKING CONDITIONS:

Requires travel.

CLASS TITLE: Transportation Manager 3	CLASS NUMBER: 61923	BARGAINING UNIT: EX
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EFFECTIVE DATE:
03/07/2004

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 district office or central office location, develops implements & enforces policies, procedures & safety practices relating to all or combination of following to ensure efficient operations: equipment maintenance program &/or operational activities of counties &/or inspection of roadway construction activities including approval of use of contingencies (i.e., quantity & design changes) &/or testing of materials used in roadway construction including review of testing proposals, plans & specification,

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In addition to above, performs following duties: oversees & directs technical, support &/or supervisory personnel involved in above activities, explains & interprets policies & efficient & safe use of equipment & personnel, provides technical assistance to other agency managers in area(s) of expertise & evaluates & recommends changes in work practices which impact program(s).

Assists in formulating district/central office short & long term plans, evaluates district/central office activities & projects, equipment, materials & staffing needs for program activity, formulates budgetary recommendation based on anticipated equipment, personnel & strategic plan & serves as liaison to counties/districts to assist in implementing programs within county/district budgets.

Supervises employees in assigned area depending on operational need.

MAJOR WORKER CHARACTERISTICS:

Knowledge of highway maintenance, construction, equipment maintenance & repair, bridge maintenance & repair, roadway construction materials testing & control & associated safety practices; supervisory principles & techniques or management. Skill in operation of motor vehicle. Ability to develop, implement & enforce policies, procedures & safety practices to ensure efficient operation of assigned operations(s); oversee & direct technical support &/or supervisory personnel; gather, collate & classify information about data, people or things; communicate effectively orally & in writing; evaluate & approve use of contingencies (i.e., quantity & design changes).

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp in supervisory principles & techniques or management which included responsibility for developing work plans involving estimates of time, personnel &/or equipment or materials required to complete projects,

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In addition, applicants must meet one of the following depending upon the program projects assigned to the position in question:

For positions involved in equipment maintenance & repair, requires 4 yrs. trg. or 4 yrs. exp. in equipment maintenance & repair (i.e., automotive mechanics &/or auto body repair), associated safety practices, & using/operating associated equipment.

- Or for positions involved in bridge maintenance & repair, requires 4 yrs. trg. or 4 yrs. exp. in bridge maintenance & repair, associated safety practices, & using/operating associated equipment.

- Or for positions involved in route marking, requires 4 yrs. trg. or 4 yrs. exp. in route marking, associated safety practices, & using/operating-associated equipment.

- Or for positions involved in highway maintenance, requires 4 yrs. trg. or 4 yrs. exp. in highway maintenance, associated safety practices, & using/operating associated equipment.

-Or for positions involved in construction, requires 4 yrs. trg. or 4 yrs. exp. in construction, associated safety practices, & using/operating associated equipment or knowing how equipment is used on construction jobs.

-Or for positions involved in roadway construction materials testing & control, requires 4 yrs. trg. or 4 yrs. exp. in roadway construction materials testing & control, associated safety practices, & using/operating associated equipment or knowing how equipment is used in construction materials testing & control.

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

Note: if position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle must have valid driver's license.

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

Renewal of commercial driver's license if assigned to operate motorized equipment of size & type regulated by sections 4506.1, 4506.03 & 4506.12 of Revised Code.

UNUSUAL WORKING CONDITIONS:

May require travel.