



ROAD MAINTENANCE SUPERVISOR

Hopi Department of Transportation

Reports To: HDOT Director

Salary Range: 52

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 08/19/2019

INTRODUCTION

Serves as Administrative Road Maintenance Supervisor in charge of Hopi Department of Transportation's tribal road maintenance program operation funded by the Department of Interior (DOI) Bureau of Indian Affairs (BIA) and Tribal Transportation Program (TTP) inclusive of all roads and bridges on the widely scattered road system network located on the Hopi Indian Reservation. The incumbent contributes to the Hopi Tribe's Department of Transportation mission by performing lead administrative supervisory duties in maintaining all roads and bridges that are on the Tribal Transportation Program & BIA System. By initiating administrative leadership and supervision of the maintenance on roads and bridges promoting and enhancing safety for all motor vehicle travel and in facilitating social and economic development for the Hopi Tribe.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Works under the general supervision of the Hopi Department of Transportation Director. Makes independent decisions regarding projects and related problems due to the remoteness of work sites. Completed work is reviewed for accomplishment of objectives and adherence to instructions; standards, and specifications.
2. Provides recommendations and assist supervisor with development of the annual work plan schedule for the road maintenance program. Provides for planning the weekly, monthly, and annual work schedules, in order to obtain the most efficient and economical use of available resources. Prepares schedule for seasonal work of bituminous, gravel, grade & drain, and earth to unimproved surfaces. Road maintenance schedule will consist of planning for activities of; snow plowing, asphalt surface repairs, road grading, weed mowing, signage, and other activities. Modify scheduling according to need or due to changes of various conditions or emergencies caused by unforeseen circumstances.
3. Administrative supervision to HDOT road maintenance program staff consists of; administration, field personnel, and shop personnel on a daily basis. Supervising the shop scheduling of repair and maintenance of heavy mobile equipment, transit buses and various size/s of small vehicle/s and equipment used for road maintenance. Coordinates scheduling of repair work with shop personnel to insure that equipment is available when needed.
4. Works under the general supervision of the HDOT Director who issues general work orders and administrative responsibilities regarding the execution of the overall annual road maintenance work program. Incumbent is provided with detailed project plans and is governed by applicable tribal and Bureau of Indian Affairs policies and practices in road maintenance, i.e., 1973 BIA Road Maintenance Handbook, the Manual on Uniform Traffic Control Devices (MUTCD), and the Occupational Safety and Health Act of 1970. The incumbent is guided chiefly by experience and must make independent decisions on project matters due to the remoteness of the projects. Incumbent is responsible for giving field assignments and specific instructions to road maintenance crew. The supervisor inspects completed projects for adherence to instructions and guidelines.
5. Incumbent ensures that all required maintenance reports, annual reports and other reporting that become a requirements are met timely and with efficiency positively reflecting need and of the program. Fully understanding the Tribe's road inventory, traffic counts, and other information which are directly relative to program effectiveness including the maintenance of the maintenance management system which are all utilized to generate in meeting timely reporting requirements.
6. Ensure program budget is on target annually and administrative staff is responsible that financial program need is effective. Procurement of needed items are followed through effectively and reconciled according to the annual financial plan. Cuff accounting for all budgets are established and effectively maintained.
7. Provide on-the-job training to subordinate staff on routine maintenance and operation of equipment explaining and demonstrating actual work.
8. Promotes safety and ensures policies are adhered to for safe working conditions and responsibility on and around heavy equipment, work sites and within the yard. Emphasize to staff safety regulations, safe operating procedures, good housekeeping, methods, the proper care and use of government equipment. Conduct regular and periodic safety meetings with road crew is essential.
9. Is in constant alert for the possession, use, and trafficking of illegal drugs or alcohol. Responsible for complying with established Department policy in the observance of, detection of, and reporting of the presence and/or use of controlled substances on tribal lands. Immediate action is initiated to insure: (1) proper investigative action is taken; (2) evidence is obtained and properly handled (3) control of the situation is established (4) actions necessary are taken immediately.
10. Ensure time and attendance records of employees are appropriately managed. Maintenance of records provide for daily work activities on road projects is according to plan and is made known and available to supervisor. Ensure all reports; daily, monthly, quarterly, financial, deferred maintenance are completed and submitted in accordance with regulations and policy.

11. Assign and or allocate equipment to work sites as needed or required. Ensure that materials and supplies; traffic signs, equipment repair parts, tools, safety equipment, fuel, etc. are ordered and delivered as required to keep daily operations running smoothly.
12. Responsible for obtaining the necessary special permitting from State and Tribal Entities, such as sand and gravel, State and County road encroachment permits, and transportation of heavy equipment over State highways for the road maintenance program. Ensure that staff has the necessary requirements, credentials, licenses, physical fitness, and skills of the positions for which they individually occupy.
13. Provides recommendations for selection for vacant positions. Approves/disapproves leave, resolves minor disciplinary problems, and prepares performance standards and ratings, recommends subordinates for awards, disciplinary action, or training as appropriate.

PERSONAL CONTACTS

Contacts may include tribal departments and other resources staff on the Hopi reservation; the general public, outside and local agencies to coordinate and acquire services and to exchange factual information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

Heavy physical effort is used in handling controls to operate equipment and attachments. Work also involves climbing, bending, walking, pulling, and lifting loads of various weights. Frequently lifts and carries items weighing up to 40 or 50 pounds. Lifts and moves heavier items with the assistance of other workers and with lifting devices such as jacks, hoists, and cranes.

Work is performed in office controlled setting and the outdoors in all types of weather conditions. Employee on occasion is exposed to dust, dirt, grease, noise, vibrations, sudden jars and noxious fumes, is required to use safety equipment, such as ear devices, hard hats, hard-toed shoes, respirators, and protective clothing. Is on call on many occasions and must be ready for response and to effectively have a plan in place during times of emergencies. Is assigned a vehicle and is mobile on a daily basis and there may be times entire days are spent behind the wheel. Travel away from headquarters to the field is necessary due to the scattered locations of the Reservation Road System.

MINIMUM QUALIFICATIONS

Education: Associates Degree in Engineering or closely related field;

AND

Experience: Six (6) year's work experience administering a road maintenance program with two (2) years supervisory responsibilities;

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have administrative and strong leadership skills.
- Knowledge and skill in the operation of heavy mobile equipment on all types and variety of terrain.
- Good hand, foot and eye coordination is required to handle different controls at the same time.
- Must possess skills in the operation of snow removal equipment, be able to recognize the ability of snow removal equipment in relation to the amount of snow to be plowed and type of road, and also skilled in the operation of weed mowers.
- Requires basic carpentry, welding, painting and cement work skills to be able to repair bridges and build and maintain fences.
- Possess skill to perform routine maintenance on equipment and knowledge of types of lubricants, weights and grades of oil to be used.
- Skill and knowledge in the various type's materials, gravel, concrete, and terrain.
- Knowledge and understanding in the road construction program, 25 CFR PART 170, National Tribal Transportation Facility Inventory (NTTFI) formally the Indian Reservation Roads (IRR) Inventory and the various Highway Authorities.
- Possess communication and people skills to effectively address matters with the general public and tribal management.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must complete and maintain annual immunization and physical wellness exams.
6. Must not have any felony convictions.
7. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.