



CLASSIFICATION NO. 498

Established: 3/15

Revised and Retitled: 5/20

FLSA: Non-Exempt

EEO: 8

## **TRANSPORTATION MAINTENANCE COORDINATOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, develop, organize and coordinate the activities of Transportation Maintenance projects and programs, and the work of project or crew personnel on and off the project site; to supply materials, equipment and technical expertise for a variety of projects; to evaluate and monitor projects and programs against goals and objectives; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Transportation Maintenance Division within the Department of Transportation and Development maintains the County's roads, bridges, culverts, and buildings, traffic markings, signs, signals and equipment related to the County's road, bridge, traffic, and ferry systems.

The Transportation Maintenance Coordinator is a stand-alone classification, typically reporting to a Transportation Maintenance Supervisor and is responsible for planning, implementing and evaluating projects and programs within the division. Incumbents also assist Transportation Maintenance Supervisors in planning, scheduling and coordinating activities and projects of varying duration.

The Transportation Maintenance Coordinator differs from the Program Planner series which assists in the planning, development and coordination of community programs designed to serve clients' needs and meet established goals and objectives. Transportation Maintenance Coordinators are distinguished from the Human Services Coordinator series which has the responsibility for coordinating the activities and personnel for a specific human service, community program or project and may provide direct services to clients. It also differs from the Transportation Maintenance Technician series which coordinate larger scale, long-range road maintenance projects, perform inventory for asset management, enter and modify collected data from road area inspections within the Road Inventory Management System (RIMS), and examine contracts and blueprints for maintenance needs.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Coordinates Transportation Maintenance project and program activities with supervisory staff and project or crew personnel; participates in the development and recommends program goals, annual work plans and budget, including contracted services; monitors and controls project and program expenditures; oversees and coordinates special and emergency projects.

2. On assigned projects, coordinate crew work within transportation maintenance functions, projects and activities; confers with Transportation Maintenance Supervisors, Transportation Maintenance Specialist 4's and other County staff as appropriate and reviews transportation maintenance plans to effectively coordinate work with transportation maintenance activities; reviews work performed on-site and following project completion; acts as small crew leader on specific field assignments.
3. Participates, conducts and makes recommendations on hiring, employee training and development, and provides input for performance evaluations; provides training and assistance to regular, temporary and seasonal division employees; reviews work performed; explains regulations and procedures and provides direction on related issues; promotes cooperative team efforts among staff.
4. Selects, orders, procures and facilitates delivery of materials and equipment for planned work/project/program areas; determines appropriate materials and equipment, and plans for and oversees their proper utilization; ensures materials are stored, mixed, tested, applied, transported and disposed of in a safe and appropriate manner; correctly stores inventory.
5. Acts as liaison to plan and coordinate maintenance and other activities performed by other public agency staff, volunteer groups and contractors; determines appropriate repair and replacement in established and assigned areas; may provide input into development of project and program plans; responds to and educates citizens regarding requests, complaints and problems relative to transportation projects and programs; refers issues to supervisor as appropriate.
6. Prepares and maintains required project, program and inventory control records; collects, enters and maintains work order data; provides data on conditions to identify hazards and maintenance requirements which may require immediate attention or inclusion in long-range improvement plans; assists in developing unit costs for assigned projects and programs.
7. Maintains assigned program data; identifies and evaluates program effectiveness and areas for development; meets and coordinates with property owners, volunteer groups, contractors, and other public agency staff to ensure compliance; monitors operations to ensure that guidelines are followed and all documentation is properly recorded.
8. Conducts visual inspections of areas and equipment identified for maintenance work; makes notes on type and condition, safety hazards, and deficiencies; coordinates services to prepare for maintenance work to be performed; enters data into work orders or passes information on to supervisors, as appropriate.

## **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Federal, State and local statutes, regulations and codes applicable to program areas such as road structures, traffic control, drainage systems, and vegetation management, including Oregon Revised Statutes, Occupational Safety and Health Administration Regulations and Oregon Administrative Rules; occupational hazards and safety precautions and practices; safe operation of construction and maintenance equipment; Oregon Standard Specifications for Construction; excavation and grading; common herbicides used to control roadside weed and plant growth; environmental concerns associated with the use of herbicides and pesticides; basic principles and practices of supervision, budgeting, purchasing and contract administration; basic math, algebra and computer skills; office equipment, including

personal computers and software programs; state laws pertaining to operation of motor vehicles and equipment on roads and highways; use, operation, maintenance and minor repair of vehicles, spray equipment and equipment used in operations; methods, materials, tools and equipment used in road construction, maintenance, inspection and repair; structure and condition of County roads and rights-of-way, traffic control, drainage systems, and vegetation management; transportation management software applications.

**Skill to:** Coordinate completion of projects within established budget and time guidelines; quickly assess and determine accessibility of needed materials, crew personnel, equipment and other resources for emergency, priority and complaint/hazard-related projects; estimate project costs based upon inventory; estimates time of completion and availability of non-inventory materials and equipment; assists in determining rights-of-way for maintenance, repair and restoration requirements for assigned projects; accurately calculate chemical mixture ratios and calibrate equipment; operate light to medium vehicles; operate and make minor repairs to spray equipment; communicate effectively, both orally and in writing; understand and follow oral and written instructions; establish and maintain effective working relationships with the public, vendors, other agencies and County employees; prepare and maintain accurate records and reports; determine and track expenditures; identify occupational hazards and use appropriate safety precautions; safely operate motor vehicles, tools and equipment; use various hand tools; evaluate and incorporate new products and associated equipment; read and interpret maps, schematics, surveys, blueprints and locate tickets.

### **WORKING CONDITIONS**

Duties require squatting, kneeling, bending, digging, ability to lower, hold and raise from plank position, and the ability to lift, carry, push and pull up to 80 pounds. Duties also involve frequent exposure to hazardous chemicals, fumes, dust, vibration, noise, heat, slippery and/or uneven surfaces, moving traffic and road hazards, and adverse weather conditions.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Some positions may require State of Oregon Public Pesticide Applicator's license with the following certifications: Laws and Safety, Road Right-of-Way, and Aquatic.

### **PRE-EMPLOYMENT REQUIREMENTS**

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

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