Job Description

Position Information

TxDOT’s Dell City Maintenance Office is looking for a Maintenance Section Supervisor II in Dell City, TX. We have a diverse workforce of over 12,000 employees statewide build an exciting career, you’ve come to the right place!

At TxDOT we value employee work-life-balance. In keeping with our commitment to this value our employees benefit from a wide array of programs and activities such as premiums, wellness leave incentive, career development programs, tuition assistance, and state pension plan. For a complete list of our total compensation package please visit:

http://hsg.dot.state.tx.us/tx/dot/hr/info/hr/hrsr/coronafin/benefits.pdf

Work Location: Dell City Maintenance Office; 600 South Main; Dell City, TX 79837 and Pine Springs Maint Sub Sector; 100 Capitan Vista; Salt Flat, Texas 79847

*** State Housing Available ***

Job Details

Job Title: Maintenance Section Supvr II  
Location: Dell City
Regular/Temporary: Regular

Military Occupation Specialty Code

State Classification Code: 1600  
State Classification Title: Manager I  
Occupational Category: Program Management
TxDOT is committed to hiring veterans. To assist in determining whether your military experience may pertain to the minimum requirements for this position, Military Occupational Specialty (MOS) codes from each branch of the U.S. Armed Forces have been assigned to each state classification code with the applicable MOS code. The MOS codes are grouped by occupational category.

To view the MOS codes please click on link below and click on the appropriate occupational category.  
http://www.brs.spo.state.tx.us/Compensation/JobDescription.aspx

General Description

Oversees a maintenance section and is responsible for providing a safe driving thoroughfare within a geographic area of the state through the maintenance of all roads, structures and rights-of-way. Oversees a maintenance section with a rank sum ratio of section lane miles and truck/vehicle per lane of at least 1.0 or more. Supervises technical and clerical employees. Work requires responding to emergency notification on an as-needed basis. Work requires contact with governmental officials, private entities and the public. Employees at this level perform work independently on assignments; however, all unusual issues are referred to the supervisor.

Duties

The essential duties for this job include:

- Drives to administer and inspect contracted maintenance activities.
- Handles public complaints.
- Inspects road conditions, work-in-progress and work completed by the crews and contractors.
- Plans, coordinates and implements emergency response to inclement weather, flooding, accidents and hazardous material spills affecting area roadways.
- Plans, schedules and coordinates work project needs including personnel, equipment and materials with the Area Engineer and other district staff on a regular basis.
- Prepares and monitors the budget.
- Prioritizes and assigns projects to the maintenance section assistant and crew chiefs; guides them in the planning and scheduling of personnel/materials/equipment necessary to complete the work; ensures projects follow established safety guidelines.
- Responsible for maintenance section office activities including human resources, public relations, facilities, inventory management and general office administrative matters.
- Trains other employees.
- Performs other job responsibilities as assigned.

Competencies

The required competencies for this job include:

- Methods, procedures, equipment and materials used in transportation maintenance and maintenance work
- Materials used in highway/bridge construction and maintenance
- The Texas Manual on Uniform Traffic Control Devices
- Incident management procedures
- Budgeting methods and procedures
- Maintenance contract inspection procedures
- Supervising technical staff
- Scheduling work assignments
- Planning, assigning, directing, coordinating and reviewing the work of professional, administrative and technical employees
- Maintaining a safe working relationships and environment

Education

This job requires the following:

- High School Grad or Equivalent in general high school studies

Work Experience

- This job requires the following:
• 7 years in roadway maintenance or construction-related work
  (Experience can be satisfied by fulltime or pro-rated part-time equivalent)
• Must have ten (10) years supervisory/managerial experience. Project leader or lead worker experience may substitute for
  supervisory/managerial experience.
• Related College education or relevant technical training may be substituted for experience on year per year basis.

Licensees and Certifications

The following Licensees and/or Certifications are required for this job:
• Safety Impact/Commercial Driver Certificate
• Valid Driver License at time of application

Other Conditions:
• This is a Safety Impact position (either Safety Impact, Commercial Driver and/or Vessel Crew Member) and will be subject to random
drug testing.

Conditions of Employment

Conditions for this Position: Standards of Employment

Additional conditions for this position.
• Must have or obtain within 120 calendar days from date of employment a Commercial Driver License Class A. Applicant pays initial
cost in obtaining the required license.
• Safety Impact Certifications are not required at the time of application. As required, the Safety Impact, Commercial Driver and/or Vessel
Crewmember certification(s) will be issued by TxDOT at the time of hire.
• Must be able to report for duty within 30 minutes of notification on a 24-hour basis.
• Required to work weekends and holidays.
• Required to work during emergency situations.
• Required to work weekends and holidays.
• Required to work hours other than 8 to 5.
• Required to work under exposure to inclement weather conditions.
• Required to wear personal protective equipment provided by employer and comply with all safety requirements.
• Must attend work regularly and observe approved work hours.

Remarks

You must complete the online State of Texas application to include work experience, education and all information necessary. Your online application and additional
information on your resume, if provided, will be reviewed to determine if you meet minimum requirement for the position.

Free State Housing (located in Pine Springs) will be provided.

Applicant Information

The Texas Department of Transportation is an Equal Opportunity/Affirmative Action Employer, and does not tolerate discrimination in the workplace.

Applicant Information

Job postings expire at 11:59 PM Central Standard Time.