



City of Tempe

TRANSPORTATION FACILITIES SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	343	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$69,544
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$93,884
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Facility Maintenance Supervisor
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from the Transit Manager, or from other supervisory or management staff.
Exercises direct supervision over bus stop cleaning and maintenance staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of increasingly responsible facility maintenance, fleet maintenance directly related to the core functions of this position. One year lead or supervisory experience preferred.
<i>Education:</i>	Equivalent to an Associate's degree from an accredited college or university with course work in business, public administration, building construction and maintenance, or degree related to the core functions of this position. Bachelor's degree is preferred.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, supervise and coordinate the activities of the Bus Stop Maintenance Workgroup within the Engineering & Transportation Department; to coordinate facility and equipment maintenance and cleaning activities for the City's transit facilities and bike path facilities; and to perform a variety of professional technical tasks relative to assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Manage the development and implementation of goals, objectives, policies and priorities related to transportation facility and fleet maintenance which support the City's multi-modal transportation plans.
- Select, motivate and evaluate personnel using employee feedback; counsels employees to help correct deficiencies; coordinates staff training and ensures that staff contributes to the City's mission and values.
- Establish and manage the preventive maintenance program and corrective maintenance for major transit facilities (Valley Metro Tempe/Scottsdale Transit facility and downtown Transportation Center) in accordance with Federal Transit Administration requirements.
- Manage the Transit Liquid Natural Gas (LNG) Station, fuel delivery and maintenance contract.
- Manage fleet procurements and establish a fleet inspection and monitoring program to ensure transit service provider maintains all city owned buses in accordance with industry accepted standards (e.g., OEM standards, Federal Motor Vehicle Carrier Safety regulations, and Federal Transit Administration regulations)
- Plan, prioritize, assign, supervise and review the work of staff involved with maintenance and cleaning of bus stops and shelters, and bike path sweeping.
- Coordinate building maintenance and cleaning activities with Facilities Maintenance Division, and Custodial Division;
- Coordinate with transit service contractor within the Valley Metro Tempe/Scottsdale Transit on solutions to building maintenance and cleaning issues.
- Manage maintenance contracts for specialized equipment and services by preparing specifications and monitoring contract performance and warranty.
- Ensure the adherence to safe work practices and compliance with Engineering & Transportation Manual.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES		
<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective April 2007</i> <i>Revised March 2019 (PW Reorg – moved to Engineering & Transp. Dept.)</i></p>