



JOB TITLE:	<b>ROADWAY SERVICES SUPERVISOR</b>	DIVISION:	<b>BRIDGE</b>
REPORTS TO:	<b>CHIEF OF ROADWAY SERVICES</b>	EEO CATEGORY:	<b>O8 - SERVICE</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **Position Summary**

Under the direction of the Chief of Roadway Services, supervises Roadway Service Technicians and Laneworkers in their daily activities. Position is responsible for investigating incidents of unsatisfactory work performance and initiating the appropriate corrective action as well as documenting the incident in detail. Performs all daily record keeping for the department as required.

### **Essential Responsibilities**

- Communicates on a daily basis with the Chief for any special instructions
- Assigns Roadway Technicians to tow trucks and collects all pre-trip safety inspection reports
- Assigns personnel to carry out essential daily assignments such as fueling District vehicles
- Checks all water systems on tow trucks and fire engine to ensure they are in working order
- Responds when requested by Sergeants' Office to accidents, suicides and bomb threats
- Keeps Chief alerted to any special considerations
- Performs duties of Roadway Technicians
- Completes time sheets and annual service log records for on shift personnel
- Supervises Bridge Service Department in absence of the Chief and maintains liaison with Sergeant's Office.
- Prepares memorandums, reports and other correspondence
- Maintains all Bridge Division fire extinguishers
- Assists Chief in preparation of all Step #1 Disciplinary Hearings involving Bridge Service Department personnel
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required



## Required Knowledge, Skills and Abilities

### Knowledge of:

- Applicable District Policies and Labor Agreement (MOU) Provisions
- Occupational health and safety rules and working practices applicable to this position
- All safe automotive towing techniques, safe work practices, full knowledge of auto extrication and vehicular fire-fighting techniques

### Ability to:

- Supervise and train subordinates
- Interact with the public in a courteous and professional manner
- Understand and carry out oral and written instructions
- Perform computerized data entry and basic business office technology functions such as use of email, spreadsheet lists, and word processing.
- Record keeping procedures and usage of office equipment such as computers, copiers and fax machines etc.

## Minimum Qualifications

### Education and/or Experience:

- Two years' experience in Bridge Service Department as a Roadway Technician

### Required License(s):

- Must be able to obtain a Class A Driver's License within the probationary period and continue to maintain a satisfactory Class A Driver License.
- No reckless driving and DUI infractions within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis.
- Acquire and maintain Red Cross First Aid and CPR Certifications.

### Physical Requirements:

Work outside in all weather conditions. Exposure to hazardous traffic conditions and exhaust fumes. Requires maintaining physical condition necessary for standing/walking; sitting; lifting/carrying up to 50 pounds; pushing/pulling; climbing ladders; bending/twisting; and kneeling/crouching. Ability to work at considerable heights. Must be able to meet the mental requirement of maintaining alertness; remaining calm and acting appropriately in stressful and emergency situations such as accidents, suicides, etc.

The Bridge Service Unit operates 24/7. Thus, this position works rotating shifts or works five days out of seven-day work-week.