

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Region Operations Coordinator**

**Class Code: 040461**

**Pay Grade: GJ**

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### **A. Purpose:**

Coordinates and oversees implementation of various departmental programs and procedures in one of four transportation regions of the state, which is made up of a headquarters facility and multiple maintenance units in widespread locations, to facilitate fair and efficient use of allocated funds and resources.

### **B. Distinguishing Feature:**

Region Operations Coordinators serve as the point of contact for the daily operating activities of an assigned region.

Equipment Shop Foremen prioritize and schedule equipment maintenance, plan and schedule work for staff, manage equipment shop and storeroom facilities and inventories, and supervise.

Highway Maintenance Supervisors prioritize and assign work to multiple, designated highway maintenance units and supervise.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Manages the region's equipment fleet to ensure it is economically efficient and necessary to region operations.
  - a. Prepares an annual regional equipment budget request that incorporates region needs as extensively as possible within allotted funding.
    - i. Compiles, reviews, and prioritizes requests for new equipment from regional managers and recommends and justifies alternatives.
    - ii. Inspects and discusses equipment condition and capability with equipment users.
    - iii. Incorporates use, maintenance, and repair information into decision-making.
  - b. Institutes ways to manage and use equipment efficiently.
    - i. Works with other staff and vendors to determine that equipment purchased meets department needs.
    - ii. Develops equipment specifications; advertises, reviews, and recommends award for bids; and monitors equipment lease agreements for the region.
    - iii. Coordinates exchanges or loans of equipment with other agencies.
    - iv. Coordinates use of shared equipment throughout the region.
    - v. Administers equipment rental and lease agreements.
2. Monitors the use and maintenance of regional equipment on an ongoing basis to maintain awareness of the status of the equipment inventory.
  - a. Monitors the equipment management system for currentness and accuracy of entries submitted by regional staff, and makes corrections and updates as needed.
  - b. Monitors and assesses repair costs.
  - c. Adjusts equipment status affected by unforeseen repairs or accidents.
  - d. Provides regional staff with regularly updated inventory lists.
  - e. Manages disposal of fleet assets.
    - i. Appraises equipment.
    - ii. Completes necessary paperwork and informs appropriate staff and other agencies.

- iii. Coordinates equipment sales.
- 3. Coordinates and oversees maintenance and repair of department facilities and rest areas within the region to ensure they are in good repair and well kept.
  - a. Prepares work requests for region projects and submits them to the Office of the State Engineer; and maintains and monitors project files.
  - b. Reviews both new infrastructure construction and infrastructure repair plans and specifications by the Office of the State Engineer, or a consultant, and recommends changes.
  - c. Prepares plans and specifications for various smaller scale infrastructure repairs and maintenance, inspects work, and administers the contracts for same.
  - d. Develops specifications for project components as needed and tracks and verifies costs.
  - e. Coordinates rest area maintenance and repair work with Highway Maintenance Supervisors and selects and oversees contractors to do construction and repairs.
  - f. Oversees rest area inspections, reviews reports, and makes on-site inspections frequently to determine if caretakers' work is in compliance with the requirements of their contracts.
  - g. Coordinates site visits for bidders on caretaker contracts and provides training for new caretakers.
  - h. Purchases and delivers supplies for rest areas and monitors inventories.
  - i. Reviews invoices, bills, and vouchers and approves payments.
  - j. Monitors video surveillance systems and replaces cameras, transmitters, receivers, etc.
  - k. Compiles wastewater discharge data and submits quarterly reports to the Department of Agriculture and Natural Resources.
- 4. Facilitates various maintenance activities to assist managers with administrative and operational decision-making.
  - a. Works with Highway Maintenance Supervisors to compile information about supplies that maintenance crews need to complete road maintenance projects.
  - b. Monitors costs of materials and prioritizes projects to stay within money allotted to the maintenance performance budget.
  - c. Recommends selection of materials and vendors.
  - d. Organizes and operates special events such as Snow Fighters Rodeo.
- 5. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to an Operations Engineer. Does not typically supervise, but may provide work direction.

#### **E. Challenges and Problems:**

Challenged to coordinate and prioritize equipment and shop maintenance and repair, and rest area maintenance and repair in a region that is basically one-fourth of the state. This is difficult because the region is composed of numerous department shops with maintenance and repair requirements at all levels; and there are hundreds of pieces of equipment and vehicles of all ages and levels of operational capability that must be monitored. Further challenged to ensure rest areas are maintained to meet public expectations. This is challenging because it requires overseeing and resolving issues with contracted caretakers, coordinating with maintenance crews for maintenance and repairs and assistance with inspections, and inspecting construction projects.

Problems include evaluating equipment for remaining life and value and organizing region-wide sales; writing equipment specifications that meet the needs of the region while remaining cost effective; coordinating a schedule for shared equipment that is equitable to all; prioritizing facility maintenance and repair needs from multiple and diverse requests; and determining the scope of, and prioritizing, infrastructure repairs over such a large area.

#### **F. Decision-making Authority:**

Decisions include the date and place of region equipment sales; content and parameters of equipment specifications; whether contractors are in compliance with contracts and agreements; the scope of repair needed on selected projects; assignment of work, equipment, and materials to selected projects; whether repair methods and materials are appropriate for the job at hand; and recommendations for capital asset budgets, maintenance performance budgets, design changes, and retirement of equipment.

Decisions referred include final approval of budgets, equipment purchases and disposal, maintenance and repair projects, and selection of supplies and vendors.

#### **G. Contact with Others:**

Daily contact with Equipment Shop Foremen and Lead Highway Maintenance Workers to cooperatively evaluate equipment condition. Weekly contact with Area Engineers and Highway Maintenance Supervisors to discuss and compile information about equipment needs; with the Equipment Management Specialist to discuss equipment issues; with vendors for equipment demonstrations; with rest area contractors to oversee their work and address issues of noncompliance; and with the Operations and Region Engineers to inform them of operational issues. Monthly contact with the Administrator of Internal Services regarding facility construction, maintenance, and repair.

#### **H. Working Conditions:**

Works in an office environment and in the field while performing inspections; is exposed to traffic and varying weather conditions; and works around heavy equipment and hazardous materials and chemicals.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- a wide variety of equipment and vehicles, their function and operation, maintenance and repair, value, and life expectancy;
- state and federal purchasing processes and schedules;
- methods and materials used in the maintenance and repair of buildings, bridges, highways, and other facilities;
- construction plans;
- budget, voucher, and requisition preparation and processing;
- time management techniques;
- contract preparation;

- basic computer terminology and applications;
- record keeping.

Ability to:

- organize, evaluate, and prioritize large amounts of data and information;
- read and interpret construction plans;
- perform construction inspections;
- communicate effectively.

**J. Licenses and Certificates:**

*(Used for announcement purposes only.)*

Incumbents must have a valid driver's license and must have or obtain a valid commercial driver's license (CDL) within 120 days of hire date to retain employment. The incumbent must have a Class A CDL with the tanker endorsement and no restrictions to operate any Class A vehicle that is a truck-tractor/semi-trailer with manual transmission. The CDL must include an N endorsement (tank vehicle) for specific positions and must have no transmission restrictions.