



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

LINE MANAGER I – MAINTENANCE

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Line Manager I – Maintenance	X18050	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose of Position

Coordinate, oversee and supervise work activities, manpower, equipment and materials in the maintenance of highways and roadways for the safety of the traveling public.

Nature of Work

Supervise safe, quality, cost effective/efficient and timely maintenance projects for the benefit of the traveling public, performs routine, scheduled and emergency maintenance of roadways, right-of-ways and rest areas in order to deliver safe traffic conditions. Work in accordance with all contractual requirements, Federal Highway Administration (FHWA) and New Mexico Department of Transportation (DOT, NMDOT) policies and procedures. Ensure compliance with New Mexico and Federal codes and regulations in addition to New Mexico Department of Standards Specification and Special Provisions. Manage a work group of specialized equipment operators to efficiently and effectively maintain roadway and right-of way.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Identify equipment and facility needs and allocate accordingly to meet project needs.
- Ensure adequate security and accurate inventorying is provided for all equipment.
- Estimate and effectively manage field supplies, budget and resources.
- Review construction drawings during design development process to ensure that final projects are maintainable with minimal problem areas.
- Ensure maintenance activities and projects are managed according to project plans, specifications, contract documents, State and Federal codes, statutes and industry practices.
- Assist with budget preparation and submit statistical and other reports related to assigned projects.
- Communicate with contractors, public entities, affected landowners and the traveling public.
- Perform related work as required.
- Direct management and supervision of employees assigned to specific maintenance projects.
- Coordinate training
- Perform related work as required.

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all

LINE I MANAGER – MAINTENANCE

General Characteristics possible for the Line Manager I – Maintenance.

Scope and complexity of responsibility: Regulated; the assigned objective is well defined by statute, grant, agency policy, etc. Line Manager I has *minimal* latitude to change the scope, impact, or policy of the objective.

Types of employees managed: Line Manager I is assigned *minimal* staffing resources of clerical and basic specialized employees.

Financial accountability: Objective managed has a *minimal* relative impact on the mission of the total organization.

Strategic planning/decision challenge: Standardized procedures; deals with challenges requiring the search for solutions that are typically found through experience or research into solutions to similar problems. Determines financial, employment and related resource needs to carry out assigned objective. Evaluates programmatic processes and develops specific plans for improvement.

Minimum Qualifications

A Bachelor's Degree in any field of study from an accredited college or university and two (2) years of heavy supervisory or limited professional level experience operating within strict parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience. Agency may designate that a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Statutory Requirements: All applicants for this position must be licensed in accordance with 66-5-59 NMSA 1978, as applicable. Class A Commercial Driver's License is required at time of hire.

Conditions of Employment: Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted.

Default FLSA Status: *Exempt. FLSA status may be determined to be different at the agency based on the agency's utilization of the position.*

Bargaining Unit: Not Represented

Established: 10/12/2012

Revised:

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.