



## Transit Services Specialist M12

Class Code:  
700209

Bargaining Unit: Management Union

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE  
Established Date: Oct 17, 2001  
Revision Date: Mar 24, 2021

### SALARY RANGE

\$15.52 - \$24.46 Hourly  
\$1,241.60 - \$1,956.80 Biweekly  
\$32,281.60 - \$50,876.80 Annually

#### FLSA:

Non-Exempt

#### POSITION SUMMARY:

**To plan, schedule and coordinate routine maintenance inspections and construction projects at City bus stops; to identify and correct safety violations or hazards; to oversee construction and signage activity; to perform a variety of administrative tasks in support of assigned area of responsibility.**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

#### SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher level supervisory or management staff.

Exercise supervision over lower level staff.

#### ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

**ESSENTIAL FUNCTIONS:** (Essential functions may include, but are not limited to the functions listed below)

1. Plan, prioritize, supervise and participate in the work of staff responsible for field inspections and maintenance of City bus stops and pullouts, signs and shelters.
2. Establish schedules and methods for providing routine maintenance; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Monitor work activities to ensure compliance with established policies and procedures; recommend changes and improvements to existing standards and procedures.

4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Research and prepare specifications for materials, supplies and equipment; obtain cost estimates from vendors; ensure compliance with applicable purchasing guidelines.
6. Perform the more technical and complex tasks of the work unit including safety inspections, preventive maintenance and minor repairs at City bus stops.
7. Review development plans, blue prints or architectural designs for existing and proposed bus stop sites and specifications; make recommendations for changes.
8. Initiate and resolve daily work assignments and conflicts; schedule trash collection, installation/replacement of signs, sign poles, benches and shelters at City bus stops.
9. Maintain and complete a variety of reports including physical route database, special incident and damage reports.
10. Participate in the selection of the bus stop maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
11. Oversee vendor advertising in bus shelters; assure vendor compliance with advertising ordinances and contract specifications.
12. Promote public awareness of programs and services by attending meetings, participating on committees, special events.

**SUPPLEMENTAL FUNCTIONS:**

1. Attend meetings, seminars and training programs.
2. Maintain awareness of new developments in the field assigned; incorporate new developments as appropriate into programs.
3. Perform related duties and responsibilities as required.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

***Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.***

Associate's degree from an accredited college or university in construction project management or design; **and**

Three (3) years of construction project coordination experience; **and**

**To include** one (1) year of lead or supervisory experience.

**ADDITIONAL REQUIREMENTS:**

Possession of a valid New Mexico Driver's License, or the ability to obtain by date of hire.  
Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

**PREFERRED KNOWLEDGE:**

- Principles and practices of supervision, evaluation and training
- Basic operations and services of a maintenance and renovation program for City bus stops, signs, etc
- Principles of conducting field and construction site inspections
- Modern office procedures, methods and computer equipment
- Principles and procedures, methods and computer equipment
- English usage, spelling, grammar and punctuation
- Traffic Engineering programs (AGIS or TGIS)

- Occupational hazards and standard safety practices
- Pertinent Federal, State and local laws, codes and regulations

### **PREFERRED SKILLS AND ABILITY:**

- Read and interpret a variety of blue prints, sketches, schematics and construction drawings
- Ensure compliance with applicable construction codes and regulations
- Conduct field and construction site inspections
- Prepare detailed bid specifications for construction and repair projects
- Communicate clearly and concisely
- Respond to requests and inquiries from the general public
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Select, train, direct, and supervise assigned personnel
- Use mapping software programs (AGIS/TGIS)
- Interpret and explain City policies and procedures
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

### **WORKING CONDITIONS:**

#### **Environmental:**

Field environment; travel from site to site; exposure to noise, paint, grease, smoke, fumes, gasses, dust, heat, cold and inclement weather conditions.

#### **Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for; moderate or light lifting, walking, standing or sitting for prolonged periods of time, operating motorized equipment and vehicles.