



Management Position Description for Transportation Supervising Engineer & Transportation Planning Supervisor

Update Reallocation Establishment Appeal Class _____ Region _____ Pos. No. _____

Date October 28, 2013	Current Class Title
Name	Working Title
Organizational Unit	Reports To

1. Position Description

Briefly describe the overall purpose of your position and the major duties for which you are responsible. If completed properly, this section should represent a brief summary of your position and its basic purpose.

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2. Dimensions

- a. Number of employees in your organization
- b. Your organization's annual budget.....
- c. Other annualized dollar amounts your job controls or influences..... _____
- _____
- _____
- _____

3. Principal Accountabilities

List in a series of brief statements, starting with the most important or time consuming, the accountabilities of your position. Each statement should be a complete sentence describing a single basic end result your job is expected to accomplish. Estimate the approximate percentage of your time spent on each accountability.

Distribution: (Original) Personnel Department
(Copy) Headquarters
(Copy) Region
(Copy) Employee

4. Subordinate Summaries

List the titles of employees reporting directly to you and summarize the major activities for which each is accountable. Indicate the number of employees each reporting subordinate supervises.

5. Authority

Indicate examples of the nature and type of authority which you exercise

Matters Submitted to You for Approval

Item / Submitted By

1. Item test1

Submitted By test1

2. Item test2

Submitted By test2

Matters Which you Submit or Refer to Superiors for Approval

Item / Submitted To

1. Item test1

Submitted To test3

2. Item test2

Submitted To test4

6. Key Relationships

Other than the persons to whom you report and who report to you, who are the principal individuals with whom you are required to have contact or have working relationships? Why?

7. Hardest Part of Job

What are your job’s major headaches or challenges; what part requires the most training or assistance from others? What is wanted here is a description of that part of your job that places the greatest mental demands upon you.

8. Planning

What planning is required of you? Be specific. If it will help, give an example of your planning involvement.

9. General Comments

Please mention anything else that will contribute to the understanding of your responsibilities and functions. Include any specialties of your job and/or characteristics that haven’t been brought out by the previous questions.

_____ Date _____ Incumbent Signature

This section to be completed by the Assistant Secretary, Region Administrator, or Director.

- 1. What do you consider the most important functions of this job and why?
- 2. Comment on the responses and descriptions by the employee. Add any items that are missing and/or will help in fully understanding the position.

_____ Date _____ Manager Signature

IMPORTANT: Significant changes made by the Assistant Secretary, Region Administrator, or Director should be reviewed with the employee.