



Jurisdiction Class: Competitive
Civil Division: County
Adopted by YCCSC: 03/14/1973
Revised by PO: 10/01/1997
Revised by PO: 05/28/2015
Revised by PO: 07/26/2022

HIGHWAY MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, coordinating and reviewing the activities of work crews engaged in the construction, maintenance and repair of county bridges, roads and adjacent areas. The incumbent is responsible for the efficient and economical use of work crews, materials and equipment in the various construction, maintenance and repair activities. The work is performed under the direct supervision of the Deputy Highway Superintendent and the general supervision of the County Highway Superintendent with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is exercised over Working Supervisors and other subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and schedules the activities of work crews based on priorities, and the abilities of crew members;
Confers with the Deputy Superintendent and County Highway Superintendent on the use of various tools, materials and equipment needed for the construction, maintenance and repair of bridges, roads and adjacent areas;
Provides instruction and training on safety policies and procedures to employees and ensures compliance with safety policies and procedures on work sites;
Regularly visits work sites to observe work crews and check on the progress of assigned tasks, assists in resolving specific worksite problems, and ensures adherence to instructions and guidelines;
Investigates service requests and concerns/complaints from the general public and property owners along County highways;
Discusses and explains highway and bridge project work plans to adjacent property owners and coordinates with property owners and Working Supervisors regarding work scheduled to be done on or adjacent to private property;
Prepares and maintains short term crew schedules for discussion with, and approval by the Deputy Highway Superintendent;
Prepares progress records and reports as needed by supervisors;
Coordinates the use, mobilization and maintenance/repair of vehicles and construction equipment with the Deputy Highway Superintendent and the Fleet Maintenance Supervisor;
Patrols and inspects highways and bridges to determine existing conditions, and maintenance/repair needs;
Supervises and coordinates snow removal and ice control activities with County employees and Town Highway Superintendents;
May be required to operate various types of vehicles, road construction and snow removal equipment;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods used in construction, maintenance and repair of bridges, roads and adjacent areas including snow and ice control;
Thorough knowledge of safety precautions used in bridge and highway construction, maintenance and repair work including snow removal and ice control operations;
Good knowledge of local geography and roads;
Good leadership skills and initiative;
Ability to read and understand sketches, blueprints and related bridge and road construction and maintenance plans;
Ability to plan and supervise the work of others;
Ability to communicate clearly with supervisors and subordinates;
Ability to understand and follow oral and written instructions and provide detailed instructions to employees;
Ability to develop, organize and maintain accurate records and files;
Ability to perform in a reasonable manner the essential functions of the position, including all duties and activities related

to the physical demands of the position, which may include the performance of heavy manual labor for extended periods;

Willingness to work under all weather conditions and report for emergencies;

Willing to work overtime when requested;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

Dependable and reliable;

Good judgement.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education; AND
- b) Six (6) years of progressively responsible experience in the construction, maintenance and/or repair of public roads and highways; AND at least eighteen (18) months of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.
- b) Additional license/certifications may be required at any time during tenure of employment in this position if the nature of the work deems it necessary.