



## **WORKING SUPERVISOR**

Jurisdiction Class:	Non-Competitive
Civil Division:	All
Revised by YCCSC:	1/3/1979
Revised by YCCSC:	6/3/1991
Revised by YCCSC:	4/3/1997
Revised by YCCSC:	8/19/1997
Revised by PO:	9/4/2014
Revised by PO:	4/7/2017
Revised by PO:	12/16/2020
Reviewed by PO:	09/08/2022

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the efficient and economical use of employees, materials and equipment in maintenance and construction activities in the Department of Public Works and Highway Departments. The work is performed under general supervision with considerable leeway permitted in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of Heavy Equipment Operators, Motor Equipment Operators and Laborers. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Leads and participates in the activities of work crews and the use of materials and equipment in the maintenance of streets, parking lots, roads and highways;  
Leads and participates in snow removal and ice control activities;  
Leads and participates in cutting, trimming and removal of trees, brush and shrubs, and setting of guide posts;  
Leads and participates in the cleaning of ditches, culverts and basins;  
Coordinates the use and distribution of equipment between the various maintenance projects;  
Performs semi-skilled mechanical repairs on automotive equipment;  
Assists in planning maintenance schedules and workloads;  
Operates various types of road construction and maintenance equipment as needed;  
May lead and/or participate in the preparation of maintenance and construction schedules, cost estimates, annual budget proposals, progress reports and records;  
Performs other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern road construction and maintenance methods and procedures;  
Good knowledge of the equipment materials, tools, terminology and safety precautions used in road maintenance and in snow removal and ice control  
Ability to read and understand sketches, blueprints and related road construction and maintenance plans;  
Ability to solve operating problems as they occur in the field;  
Ability to secure the cooperation of others;  
Dependability, initiative and resourcefulness.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from high school, or possession of a high school equivalency diploma; AND  
Four (4) years of experience in road or street construction and/or maintenance.

### **Population under 5,000:**

- b) Graduation from high school, or possession of a high school equivalency diploma; AND  
Two (2) years of experience in road or street construction and/or maintenance.

### **SPECIAL REQUIREMENTS:**

Must possess a NYS CDL License, Class B or higher at the time of appointment and must maintain said license in good standing throughout employment in the position.

NOTE: Incumbents may be required to acquire additional license endorsements at any time during the tenure of employment in this position if the nature of the work deems it necessary.