HIGHWAY MAINTENANCE FOREPERSON

GENERAL STATEMENT OF DUTIES: Supervises the activities of a work crew or crews involved in highway maintenance work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the efficient and economical use of men, materials, and equipment in the maintenance activities of the county highway system. The work is carried out in accordance with policy and procedures formulated by the County Highway Superintendent and the Highway Maintenance Supervisor permitting wide leeway in carrying out the details of the work. This class is distinguished from that of Working Foreperson by the greater complexity of assignments, larger work crews, and more complex equipment involved. Supervision is exercised over the activities of equipment operators and laborers by a continuing check of the work in progress.

EXAMPLES OF WORK: (Illustrative only)

-Supervises the activities of county highway crews and the use of materials and equipment in the maintenance of county roads and bridges;
-Supervises the use and distribution of equipment between the various maintenance projects;
-Assists in planning maintenance schedules and work loads;
-Reports to and confers with the County Highway Superintendent and the General Highway Maintenance Foreperson regarding men and equipment necessary for maintenance projects;
-Supervises and participates in the preparation and maintenance of activities costs and progress records and reports;
-May be required to operate various types of road construction and maintenance equipment;
-Performs semi-skilled automotive repair work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: 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; good knowledge of the operation and maintenance of heavy automotive equipment; ability to plan and supervise the work of others; ability to solve operating problems as they occur in the field; ability to secure the cooperation of subordinates; ability to understand and carry out complex oral and written directions; ability to prepare and maintain activity costs and progress records and reports; dependability; initiative and resourcefulness; leadership; good judgment; tact and courtesy; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Three years of experience in the construction or maintenance of paved highways; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Operator's license.