HIGHWAY MAINTENANCE SUPERVISOR

GENERAL STATEMENT OF DUTIES: Administration and management of the maintenance of county highways and bridges and also supervises the maintenance and repair of all automotive equipment in the county highway department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for all highway maintenance activities throughout the county and supervising the operation of the highway garage. The work is carried out under the general direction of the County Highway Superintendent and is reviewed by inspections and through reports. Supervision is exercised over the activities of subordinate foremen, automotive mechanics, equipment operators and laborers by a continuing check of the work in progress.

EXAMPLES OF WORK: (Illustrative only)

-Has charge of all highway maintenance projects;
-Coordinates and supervises the activities of subordinate foremen, equipment operators and laborers in the use of materials and equipment in the maintenance of county highways and bridges;
-Determines maintenance needs for projects and schedules various projects;
-Reports to and confers with the County Highway Superintendent on unusual problems connected with maintenance projects;
-Supervises and participates in the preparation and maintenance of activities, costs, and progress records and reports;
-Supervises the operation of the sign shop;
-Supervises the operation of the stockroom;
-Meets with the public and answers complaints regarding county highway department operations;
-Supervises the work of other personnel involved in maintaining county highway department equipment ;
-Performs the more difficult equipment repair work;
-Diagnoses equipment in need of repair;
-Supervises, assigns and inspects the repair of engines, transmissions, ignition systems, brake systems and other parts;
-Performs administrative tasks.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern road maintenance methods and procedures; thorough knowledge of equipment materials, tools, terminology and safety precautions used in road maintenance and automotive repair work; demonstrated ability to plan, organize 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; good judgment; tact and courtesy, good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Ten years of experience in the construction or maintenance of highways and bridges, which must have included administrative and management experience and heavy automotive equipment repair experience, five of which shall have been in a supervisory capacity.

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

Competitive Class
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