

HIGHWAY MAINTENANCE SUPERVISOR I

DISTINGUISHING FEATURES OF THE CLASS: This is beginning level supervisory work of a moderately difficult nature requiring the assignment, directing and checking of the work of subordinates in a variety of tasks ranging from unskilled to skilled, necessary for the maintenance and construction of streets and/or roads and other such public facilities. The work may involve the operation of a variety of motor vehicles and participation in various laboring tasks as well as the performance of related work as required. General supervision is received from a supervisor of higher rank or an administrative officer, and technical supervision may be received from an engineer. Direct supervision is exercised over a number of employees. During periods of emergency work employees in this class may be required to work other than normal working hours.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the maintenance and/or construction of roads, storm drainage systems, culverts, bridges and other similar public works facilities and projects;
Supervises and participates in the cleaning, patching, oiling and paving of roads; the cleaning of storm drains, catch basins, and water courses; the mowing of rights-of-way; the pruning and removal of trees; and the collection of leaves and household refuse;
Supervises and participates in snow and ice control work;
Trains subordinates in the use of tools and equipment, in road and highway maintenance procedures and in safety procedures;
Prepares activity reports;
May operate a variety of motorized equipment and perform a variety of unskilled and semi-skilled laboring duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices and equipment used in the maintenance and construction of streets and/or roads and for related public works facilities and projects; ability to lay out, direct and supervise the work of subordinates; ability to establish and maintain cooperative relations with others; ability to understand and carry out moderately difficult oral and written directions; ability to prepare simple activity records and reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of experience in the maintenance and/or construction of highways.

NOTES:

1. Graduation from an accredited technical institute or community college with an Associate's degree in any applied science such as highway technology may be substituted for three (3) years of experience; other appropriate applied science or engineering schooling may be substituted for experience on a year-for-year basis. Each year of supervisory experience in the maintenance and/or construction of highways will be considered to equal two (2) years of the required experience.
2. Additional highway maintenance or construction experience may be substituted for schooling on a year-for-year basis.

PROMOTION: Two (2) years as a Motor Equipment Operator II or Motor Equipment Operator III.

SPECIAL REQUIREMENT: If duties are to include Motor Equipment Operator assignments, must possess a driver's license appropriate for the size and kind of vehicles to be driven.