

HIGHWAY MAINTENANCE SUPERVISOR II

DISTINGUISHING FEATURES OF THE CLASS: This is a second level supervisory position involving responsibility for a variety of projects ranging from unskilled to skilled, necessary in the maintenance of streets and roads and other public systems and facilities. General supervision is received from a supervisor of higher rank or an administrative officer. Direct supervision is exercised over small groups of Highway Maintenance Supervisors I, Motor Equipment Operators and Laborers. During periods of emergency work employees in this class may be required to work other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules, directs and inspects work of crew leaders in the maintenance of streets and roads, storm drainage systems, culverts, bridges and other such facilities;
Schedules and directs crews in snow and ice control work;
Coordinates the training of laborers and motor equipment operators;
Patrols streets to inspect for needed maintenance;
Maintains operating records and prepares reports;
Directs use of internal safety programs and procedures;
Investigates complaints to determine responsibility and need and takes or initiates appropriate action;
May recommend the employment, discipline or discharge, or promotion of employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices and equipment used in the maintenance of streets and roads and for related public works systems and facilities; working knowledge of the tools, techniques and practices of carpentry, masonry, painting and mechanics; ability to interpret routine public works engineering plans and specifications; ability to plan and supervise the work of several work crews through their leaders; ability to set up training standards and schedules and coordinate their use; ability to establish and maintain cooperative relations with others; ability to understand and carry out moderately difficult oral and written directions; ability to prepare activity records and reports; ability to develop good public relations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) years of experience in the maintenance and/or construction of highways and related public works systems and facilities, one (1) year of which must have been at a first line supervisory (foreman) level.

NOTES:

1. Graduation from an accredited technical institute or community college with an Associate's degree in an applied science such as Highway Technology may be substituted for three (3) years of the non-supervisory experience.
2. Additional schooling in a related applied science may be substituted for the non-supervisory experience on a year-for-year basis.
3. Each additional highway maintenance or construction experience may be substituted for schooling on a year-for-year basis.
4. Each additional year of supervisory experience in the maintenance and/or construction of highways may be substituted for two (2) years of the required non-supervisory experience.

(over)

PROMOTION: One (1) year of experience as a Highway Maintenance Supervisor I or Highway Maintenance Supervisor I (County).

SPECIAL REQUIREMENT: Possession of a valid driver license appropriate to the size and kind of vehicle to be operated.

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Competitive