

HIGHWAY MAINTENANCE SUPERVISOR III

DISTINGUISHING FEATURES OF THE CLASS: This is a third level supervisory position involving the planning and coordination of a variety of projects, consisting of work ranging from unskilled to skilled necessary in the maintenance of streets and roads and other public systems and facilities, to provide for the most timely, efficient and economical use of personnel, equipment and materials. General direction is received from a Superintendent of Highways or other public officer. Direct supervision is exercised over a number of first and second level supervisors. 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 supervisors in the maintenance of streets and roads, storm drainage systems, culverts, and other such facilities;
Schedules and directs crews in snow and ice control work;
Communicates with other agencies for planning and coordinating work projects;
Directs the care and maintenance of equipment, buildings and grounds;
Investigates more difficult complaints to determine responsibility and need and takes appropriate action;
Patrols streets to inspect for needed maintenance;
Directs the use and inventory of parts, supplies, and materials;
Maintains operating records and prepares reports;
Plans and promotes internal safety programs and procedures;
Plans and directs internal training activities;
Effectively recommends the employment, discipline or discharge, or promotion of employees;
May schedule, direct and inspect work of supervisors in the maintenance of bridges.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough 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; good knowledge of supervisory and training techniques; good knowledge of the methods, procedures and safety practices and equipment used in the maintenance of bridges*; working knowledge of the tools, techniques and practices of carpentry, masonry, painting, and mechanics; ability to interpret public works engineering plans and specifications; ability to plan and direct the work of a number of work crews through their leaders; ability to establish and maintain cooperative relations with others; ability to understand and carry out difficult oral and written directions; ability to prepare activity records and reports; ability to initiate and maintain good public relations and cooperative relationships.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and eight (8) years of experience in the maintenance and/or construction of highways and related public works systems and facilities, three (3) years of which must have been at a first and/or second 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.

(over)

3. 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.

PROMOTION: One (1) year of experience as a Highway Maintenance Supervisor II.

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

*To be demonstrated during the probationary period.

R.C.D.P. (07.31.2017) 08.07.2017
Competitive