

**DEPARTMENT:**  
**CLASSIFICATION:**  
**APPROVED:**

**HIGHWAY**  
**COMPETITIVE**  
**FEBRUARY 19, 2015**

**FLSA Status: Exempt/Administrative 1/4/2010**

### **HIGHWAY OPERATIONS SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, coordinating and reviewing the activities of work crews engaged in construction and maintenance of county roads and adjacent areas. The incumbent is responsible for the efficient and economical use of work crews, materials and equipment in the various construction and maintenance activities. The work is performed under the general supervision of the Deputy Commissioner of Public Works-Highways, Bridges, and Structures and the Commissioner of Public Works who approve recommended maintenance and assign and check projects for completeness and efficiency. The incumbent exercises independent judgment in carrying out the details of the work. Supervision is exercised over Road Maintenance Supervisors and other subordinate employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Plans and schedules the activities of work crews and the use of materials and equipment in the construction and maintenance of roads and adjacent areas;
2. Confers with the Deputy Commissioner and Commissioner regarding personnel and equipment necessary for construction and maintenance projects in accordance with the highway maintenance program;
3. Makes regular visits to work sites to check progress, inspect work for adequacy, and assists in resolving problems;
4. Inspects county roads, culverts and bridges for needed repairs and recommends repairs to department head for approval;
5. Confers with the Fleet Operations Supervisor and Fleet Mechanic Supervisor in repairs of vehicles and equipment used by department;
6. Estimates cost of materials to complete repairs and maintenance;
7. Orders materials in accurate quantities to avoid waste and maintains inventory of highway maintenance materials such as road salt, liquid deicer, aggregate, culvert pipe, guide rail and associated materials;
8. Assigns work and supervises performance of snow and ice removal and road sanding and salting;
9. Supervises construction of county roads and bridges built with county forces;
10. Evaluates performance; maintains work standards; motivates and develops subordinates; implements procedural change; works to increase efficiency; and, when necessary, deals with problems of absenteeism, morale and discipline in accordance with human resource policies;
11. Investigates and responds to complaints from the public regarding highways and takes appropriate action to resolve the problem;
12. Explains highway work plans to property owners;
13. Assists with the preparation of specifications for highway machinery purchases and evaluates such;
14. Oversees yard operations at public works facility, assures neatness, safety, and environmental compliance;
15. Assists with the implementation of the stormwater management plan for county facilities;
16. Maintains inventory of and assigns protective clothing and equipment for highway maintenance personnel;
17. Prepares and maintains activity, cost and progress records and reports;
18. Maintains a variety of written reports and records.

**CONTINUED**

## **HIGHWAY OPERATIONS SUPERVISOR CONTINUED**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the modern methods used in construction, maintenance and repair of roads and adjacent areas including snow and ice removal; thorough knowledge of the use of modern road construction and maintenance equipment; thorough knowledge of safety precautions used in highway construction and maintenance work, snow removal and ice control; good knowledge of local geography and roads; ability to read and understand sketches, blueprints and related road construction and maintenance plans; ability to plan and supervise the work of others; ability to make complex decisions and work independently; ability to understand and follow oral and written instructions; ability to organize and maintain accurate records and files; ability to maintain effective working relationships; willingness to perform duties in adverse conditions such as snow, wind, rain, mud, and dust; leadership; accuracy; honesty, sobriety; courtesy and tact with the public; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma and five (5) years of experience in construction and maintenance of roads, two (2) years of which involved leading, directing and assigning the work of others in this field.

**PROMOTIONAL QUALIFICATIONS:**

Two (2) years of permanent competitive status in the County Highway Department as Road Maintenance Supervisor.

**SPECIAL REQUIREMENT:**

Possession of applicable New York State Driver's License at time of appointment & throughout employment.