

DEPARTMENT: HIGHWAYS
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 2, 2018

ROAD MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Takes charge of and supervises highway department maintenance and construction crews and coordinates their efforts. Works under assignment and direction of the Highway Operations Supervisor who assigns work, priority and guidance. Exercises full supervision over a number of road maintainers, truck and heavy equipment operators in his crew. The incumbent exercises independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Confers with the Highway Operations Supervisor to receive work assignments, priorities and general guidance;
2. Assigns work duties to subordinates to assure compliance with assignments;
3. Supervises and may participate in the highway maintenance work of clearing, repairing and constructing shoulders; cold-patching, oiling, black-topping roads; erecting and removing signs and snow fences; plowing, sanding and salting icy and/or snowy roads; clearing brush and timber; painting and striping roads, posts and bridges; trimming roads and clearing ditches; erecting forms and pouring concrete; building small bridges and culverts; maintaining equipment and other similar and related work; and erecting new and repairing existing guide rail systems;
4. Keeps time, attendance and material records and prepares reports;
5. Assures that safety regulations are met at job locations;
6. Assigns snow plow routes and priority;
7. During the winter months, carries a pager or cell phone to be available twenty-four hours a day for snow removal;
8. Inspects work performed;
9. When necessary, plows snow, salts roads, sets up and operates a paver and/or mill, transports mill, operates heavy equipment, and demonstrates to employees how to operate equipment properly.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern road construction and maintenance methods and procedures; thorough knowledge of the use of road construction and maintenance equipment; ability to understand and carry into effect blueprints; ability to organize the work of others; ability to make complex decisions and work independently; ability to deal with difficult employee personalities; leadership; accuracy; honesty; courtesy and tact with the public; willingness to perform duties in adverse conditions such as snow, wind, rain, mud, and dust; willingness to be available twenty-four hours a day to be called in for snow removal duties; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Three (3) years of satisfactory permanent non-competitive status as a Heavy Equipment Operator or five (5) years of satisfactory permanent non-competitive status as a Truck Driver in the Niagara County Highway Department which involved construction and maintenance of roads.

OPEN COMPETITIVE:

Graduation from high school or possession of a New York State equivalency diploma **and** a minimum of five (5) years of experience in the construction and maintenance of roads.

SPECIAL REQUIREMENT: Possession of a current New York State CDL – B driver’s license at time of appointment and for the duration of employment.