

Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 10/31/2023

HIGHWAY MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the road maintenance and reconstruction activities of the County Highway and Bridge System and providing technical direction and field supervision to all road maintenance and construction activities. A major responsibility is for the coordination of maintenance and construction activities in widely separated geographic areas, and for liaison between engineering and office personnel and the field crews. Supervision is exercised over many employees through subordinate supervisors, and work is reviewed through observation or through oral and written reports. The work is performed under the general supervision of the Deputy Commissioner of Highways and Bridges. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates and supervises the activities of county highway crews and the use of materials and equipment in the maintenance of county roads and bridges;
Determines and schedules maintenance needs for various highway maintenance and reconstruction projects;
Assists in planning maintenance schedules and work loads;
Supervises snow removal and ice control activities on county roads;
Coordinates the use and distribution of equipment between the various maintenance projects and Shared Services Program;
Oversees and participates in new highway construction work;
Supervises and participates in the preparation and maintenance of activities, costs and progress reports and records;
Reports to and confers with the Deputy Commissioner of Highways and Bridges regarding equipment necessary for construction and maintenance projects;
Administers the highway safety programs;
Oversees the highway radio communication systems;
Meets with the public and answers complaints regarding highway operations;
Maintains confidential federal drug testing files;
Operates various types of road construction and maintenance equipment as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern road reconstruction maintenance methods and procedures; thorough knowledge of equipment, materials, tools, terminology and safety precautions used in road and bridge maintenance, snow removal, and ice control; ability to read and understand sketches, blueprints and related road construction and maintenance plans; ability to solve operating problems as they occur in the field; ability to plan, organize and supervise the work of others; ability to secure the cooperation of others; ability to understand and carry out complex oral and written directions; ability to prepare and maintain activity costs and progress records and reports.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate Degree in construction or engineering technology or a closely related field **AND** four (4) years of experience in the construction and maintenance of paved highways and bridges; two (2) years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in reconstruction and maintenance of paved roads and bridges; two (2) years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

1. Possession of a valid Commercial Driver's License (CDL) at time of appointment and for duration of appointment.
2. Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 02/01/1989

Revised: 10/19/1992, 09/27/1996, 03/10/1998, 10/28/2014, 01/06/2015, 10/31/2023