

ROAD MAINTENANCE SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises the implementation of road maintenance projects undertaken by the Department of Public Works; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent and Assistant Superintendent, this position is responsible for the satisfactory completion of all road maintenance work, through supervision of the Foreman of several work crews. Determining of work projects and priorities is generally the responsibility of the Superintendent of Road Maintenance, but thereafter, the Road Maintenance Supervisor is usually responsible for determining the techniques to be used in accomplishing the project, and fully responsible for determining the allocation of manpower, equipment and materials. Supervision is exercised over a large number of road maintenance foreman and workers.

EXAMPLES OF WORK: (Illustrative Only)

Supervises several road repair and maintenance crews, by on-the-job direction and inspection;

Makes frequent inspections of county highways to determine maintenance needs of surfaces, shoulders, structures and drainage facilities;

Plans and lays out work for maintenance crews according to priorities established;

Maintains continuing inspection of on-going projects and otherwise superintends progress;

Investigates complains involving the County Road System and provides for correction of conditions, as required;

Assists local road superintendents with road maintenance problems;

Supervises improvements of roads;

Supervises bridge repairs and maintenance work;

Inspects and superintends cleaning and preventive maintenance programs;

Assigns work crews to jobs;

Prepares reports and maintains records as required;

Trains personnel;

Acts for the Assistant Superintendent of Road Maintenance, in his absence;

Assists in preparation of annual budgetary requests;

Reviews and evaluates employee performance.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of methods, materials, procedures and equipment used in the maintenance and repair of local roads including bridge repair; good knowledge of the methods, materials procedures and equipment used in activities related to road maintenance, including asphalt and road grading concrete pavement repairs, grass mowing, leaf removal, tree trimming, and removal, snow removal, guard railing and fence installation, and sign repair; good knowledge of the operation of a bascule lift bridge; good knowledge of the safety practices related to all above-mentioned aspects of road maintenance; good knowledge effective supervisory techniques; ability to plan, assign and supervise the work of large labor force; ability to make sound road maintenance decisions under emergency conditions; ability to understand, interpret and effectively carry out written or oral instructions relating to road maintenance; initiative; good judgment and good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a two year college or post high school trade school program including courses in highway construction and four years experience in road maintenance work, two of which must have been in a supervisory capacity; or (b) graduation from a standard high or trade school course and six years experience in road maintenance work, two of which must have been in a supervisory capacity; or (c) ten years of experience in road maintenance work, two of which must have been in a supervisory capacity; or (d) any equivalent combination of the foregoing training and experience.