

ROAD MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Road Maintenance and the Assistant Superintendent of Road Maintenance, an incumbent of this position is responsible implementing the road maintenance program for the Department of Public Works. Responsibilities involve supervising multiple work crews through subordinate supervisory road maintenance staff; advanced planning for regularly scheduled road maintenance activities throughout the year, and responding to emergency road repairs on all roads within County's jurisdiction by working with supervisors or on their behalf in allocating resources and equipment as deemed necessary. Supervision is exercised over a number of road maintenance staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, through subordinate road maintenance staff, the activities of multiple road maintenance crews responsible for: Traffic Markings and Signage; Pavement Maintenance and Drainage; Roads and Guiderails, Vegetation and Graffiti, and the Fulton Avenue Bridge;

Plans and schedules in advance year-round work activities, including regular inspections of road conditions, particularly after storms, to provide safe road conditions for the driving public; ensures that appropriate work crews and equipment are efficiently dispatched in for a quick response to emergency situations;

Ensures that county roadways are free of visual obstructions by directing the pruning, cutting or removal of overgrown vegetation; works with appropriate staff within the grounds division to implement work projects as needed;

Schedules and directs the maintenance and repair of curbs and walkways to ensure safe conditions for pedestrians and bicyclists;

Modifies work schedules and regularly scheduled maintenance projects in response to emergency repairs of County roads, and in the prompt removal of graffiti offensive in nature;

Prioritizes and directs the repair of potholes with minimal interruption to the public; re-prioritizes work when potholes dangerous to drivers are spotted and/or reported;

Maintains an emergency work schedule to meet the demands of the winter season when snow plowing and sanding are required; makes staffing and equipment decisions in advance of storms;

Supervises and schedules road maintenance projects requiring heavy motor equipment to complete projects;

Ensures periodic maintenance of heavy motor equipment in accordance with equipment and/or contract schedules;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Ensures all staff is trained and properly licensed in equipment used by maintaining records indicating the type of license each employee within the division carries, and by advising staff of mandated training sessions;

Works with subordinate supervisors in making crew assignments and makes routine inspections of assigned work to ensure work is completed within a timely manner and in accordance with safety standards set forth by the County and OSHA/PESH;

Maintains a central work log detailing ongoing projects, pending and new work orders in order to determine priorities and in delegating work to the appropriate crew; manages the activities of all crews in emergency situations to ensure that efforts are effectively coordinated;

Prepares work orders for salt, building materials, asphalt, fertilizer, fuel, etc. to ensure that staff have the supplies, tools and equipment necessary to perform the work required;

Plans, supervises and participates in the operation of heavy excavating and motor equipment;

When staffing is low, participates in the performance of routine and emergency repairs and maintenance such as the repair and maintenance of catch basins; pruning and removing trees; paving, plowing and sanding and transporting required equipments to worksites;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE 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 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; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and four years of supervisory experience in a road maintenance operation.

SPECIAL REQUIREMENT: Must possess a New York State Drivers License appropriate to the equipment operated. If required to drive heavy motor equipment, as defined in the Commercial Motor Vehicles Safety Act, incumbents will be required to possess a Commercial Motor Vehicle License with required endorsements. Under New York State law applicants for the CDL must be 21 years old.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.