

## **HIGHWAY MAINTENANCE SUPERVISOR II (CONSTRUCTION)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is second-level supervisory work of a difficult nature involving responsibility for overseeing road, bridge and related construction operations. General supervision is received from the Highway Maintenance Supervisor III and technical supervision from project engineers. Supervision is exercised over a number of employees. During periods of emergency work, any employee in this class may be required to work more than normal working hours. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in establishing policies related to maintenance and construction;  
Evaluates work of subordinates and recommends appointments, promotions, transfers, etc.;  
Reviews and responds to grievances, disciplinary actions, etc., when necessary;  
Trains personnel for promotion;  
Makes all necessary arrangements for construction projects, such as: arranges for digging test holes, checks utility locations and makes necessary arrangements, checks commitments to property owners, computes all earth work quantities and fill locations, figures quantities of culvert pipe, catch basins, manholes, etc. and arranges for the ordering of hard-to-obtain items well in advance and prepares program for various stages of construction;  
Supervises construction crews and advises supervisors on technical matters and reading of construction plans;  
Participates in the semi-annual inspection of bridges, buildings and other structures;  
Directs snow and ice control operations;  
Investigates and takes or initiates appropriate action on complaints;  
Submits simple written reports and assists the Highway Maintenance Supervisor III in supervising the keeping of records;  
May take over duties of Highway Maintenance Supervisor II and III in his/her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of highway and heavy construction methods, materials, procedures and equipment; good knowledge of safety practices and procedures as related to construction operations; ability to analyze and interpret engineering plans and specifications; ability to use transit and level; ability to layout work in the field and supervise the work of others; ability to establish and maintain cooperative relations with others; ability to make sound decisions under emergency conditions; ability to understand and carry out difficult oral and written directions.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of technical schooling related to road maintenance and construction and three (3) years of experience in highway and/or bridge construction, one (1) year of which must have been either at a first line supervisory level or higher or as a resident project representative on capital construction projects.

**NOTE:** Additional public works first line supervisory experience may be substituted for technical schooling on a year-for-year basis.

**SPECIAL REQUIREMENT:** Possession of a New York State Motor Vehicle Operator's License.

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Competitive