

HIGHWAY MAINTENANCE SUPERVISOR II

DISTINGUISHING FEATURES OF THE CLASS: This is a second-level supervisory position responsible for coordinating and overseeing multiple highway maintenance activities through subordinate supervisors and crew leaders. The work includes planning, scheduling, inspecting and evaluating maintenance and construction operations for highways, streets, roads and related public works systems and facilities. The work is performed under the general supervision of a higher-level supervisor or administrator and supervision is provided to others. Employees in this class may be required to work outside normal working hours during emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules, directs and inspects the maintenance and construction of highways, streets, roads, storm drainage systems, culverts, bridges and related public works facilities and projects through crew leaders;
Plans, coordinates and oversees snow and ice control operations;
Oversees the training of laborers and motor equipment operators;
Oversees and conducts roadway inspections to assess conditions, identify maintenance needs and prioritize corrective actions;
Directs the maintenance of operational records and reviews and prepares reports related to roadway conditions, work activities and safety compliance;
Reviews, investigates and resolves public complaints and initiates or directs corrective action as appropriate;
May participate in personnel administration, including making recommendations regarding employee hiring, discipline, promotion and discharge.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices and equipment used in the maintenance and construction of highways, streets, roads and related public works systems and facilities; working knowledge of the tools, techniques and practices of carpentry, masonry, painting and mechanics; ability to interpret routine public works engineering plans and specifications; ability to plan and supervise the work of several work crews through subordinate supervisors; ability to develop and coordinate training standards and schedules; ability to establish and maintain cooperative relationships with others; ability to understand and carry out moderately difficult oral and written directions; ability to prepare activity records and reports.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and six (6) years of paid work experience in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities, one (1) year of which must have involved supervising the work of others; or
2. An Associate's degree in Civil Engineering Technology, Highway Engineering Technology, Transportation Technology or comparable degree and four (4) years of paid work experience in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities, one (1) year of which must have involved supervising the work of others; or
3. A Bachelor's degree or higher in Civil Engineering Technology, Highway Engineering Technology, Transportation Technology or comparable degree and two (2) years of paid work experience in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities, one (1) year of which must have involved supervising the work of others.

NOTES:

1. Additional years of paid work experience in the maintenance or construction of highways, streets and/or roads and related public works systems and facilities may be substituted for schooling on a year-for-year basis.
2. Each additional year of paid supervisory work experience in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities may be substituted for two (2) years of the required paid work experience.

PROMOTION: One (1) year of permanent status as a Highway Maintenance Supervisor I or Highway Maintenance Supervisor I (County).

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicles to be operated.