

## **HIGHWAY MAINTENANCE SUPERVISOR III**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a third-level supervisory position responsible for planning, coordinating and managing a variety of projects, consisting of tasks ranging from unskilled to skilled work necessary for maintaining highways, streets, roads and other public works systems and facilities, to ensure the most timely, efficient and economical use of personnel, equipment and materials. The work is performed under the general direction of a Superintendent of Highways or higher-level 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 work of supervisors in the maintenance of streets and roads, storm drainage systems, culverts and other such facilities;

Plans, schedules and oversees snow and ice control operations, including coordination of staffing;

Coordinates and oversees highway maintenance projects in collaboration with other governmental agencies to ensure efficient use of resources and minimal service disruption;

Provides oversight of roadway, facility and worksite inspections to evaluate maintenance needs, work quality and compliance with established standards;

Reviews, investigates and resolves complex or escalated public complaints and directs appropriate corrective actions;

Oversees inventory management and the procurement, storage and controlled use of materials, parts and supplies;

Develops, implements and monitors internal safety programs and employee training initiatives to promote compliance and operational effectiveness;

Reviews, analyzes and approves operational records and reports related to maintenance activities, staffing, equipment usage and safety;

Participates in personnel management activities, including making recommendations regarding employee hiring, discipline, promotion and discharge;

May provide oversight of bridge maintenance operations and related compliance activities.

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

Thorough 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; good knowledge of supervisory and training techniques; good knowledge of the methods, procedures and safety practices and equipment used in the maintenance of bridges\*; working knowledge of the tools, techniques and practices of carpentry, masonry, painting and mechanics; ability to interpret public works engineering plans and specifications; ability to plan and direct the work of a number of work crews through their leaders; ability to establish and maintain cooperative relationships with others; ability to understand and carry out 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 eight (8) years of paid work experience in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities, three (3) years of which must have involved supervising the work of others; or

(over)

2. An Associate's degree in Civil Engineering Technology, Highway Engineering Technology, Transportation Technology or comparable degree 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, three (3) years 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 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, three (3) years 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 II.

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

\*To be demonstrated during the probationary period.