

ASSISTANT SUPERVISOR, CONSTRUCTION AND MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: This is important field and supervisory work involving providing direction for highway construction and maintenance operations, working closely with the Supervisor, Construction and Maintenance on operational priorities and schedules. Responsibilities include directing and supervising road and bridge construction work, demolition of structures, control of ice and snow, and road maintenance and repair work. Work is performed under direct supervision of the Supervisor, Construction and Maintenance. Supervision is exercised over construction and maintenance personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and confers with crew chiefs and other work leaders to define areas of work, utilization of personnel, equipment, materials and appropriate time tables;

Consults with the Supervisor, Maintenance and Construction to determine work priorities and operational policies and keeps him/her informed of all major operational developments;

Regularly inspects construction, demolition and road maintenance and repair projects underway;

Makes inspections of ice and snow control operations;

Develops control procedures for key phases of operations, including utilization of personnel, equipment and materials;

Evaluates employee performance and assigns highway operating personnel;

Conducts in-service training sessions and group seminars for employees, as appropriate;

Keeps abreast of developments in highway equipment, construction and maintenance materials available;

Supervises the proper allocation of costs and assists in the development of budgets, annual reports and monthly allocations;

Maintains liaison with Engineers in the preparation of plans, profiles and specifications for construction/maintenance projects and reads and interprets plans from blueprints;

Assists the Supervisor of Planning and Design in preparation of specifications, organizing work details and supplies required to conduct the work of the department;

Supervises the ordering of materials needed according to approved plans;

Executes special assignments as directed by the Supervisor, Construction and Maintenance;

Supervises mechanical and soil analysis testing;

Performs a variety of related activities as required.

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*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices involved in highway and bridge construction, maintenance and demolition; good knowledge of supervision and administrative controls; good knowledge of safety procedures for highway operations; ability to plan, budget, coordinate and direct the activities of a large number of skilled and/or semi-skilled workers; ability to instruct employees in work methods; ability to understand and follow plans from blueprints; initiative; good judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree and either: 1) two (2) years of progressively responsible engineering or construction experience; or 2) four (4) years of progressively responsible experience involving the direction, control and supervision of a large number of skilled and/or semi-skilled workers; or
- b) Associate's degree and either: 1) four (4) years of progressively responsible engineering or construction experience; or 2) six (6) years of progressively responsible experience involving the direction, control and supervision of a large number of skilled and/or semi-skilled workers; or
- c) Graduation from high school or possession of a comparable diploma and either: 1) six (6) years of progressively responsible engineering or construction experience; or 2) eight (8) years of progressively responsible experience involving the direction, control and supervision of a large number of skilled and/or semi-skilled workers; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.