

SUPERVISOR, CONSTRUCTION AND MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: This is a field position which functions under the general direction of the County Commissioner of Highways and Facilities or a Town Highway Superintendent. The work involves the direction of highway operations, which includes road and bridge construction work, the demolition of structures, control of ice and snow and road maintenance and repair work. The incumbent consults with the Commissioner/Superintendent on the implementation of highway policies and operational priorities and schedules. Direction is exercised over all construction and maintenance personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Directs and confers with Supervising Crew Chiefs/Crew Chiefs to define their areas of work, utilization of personnel, equipment, materials and appropriate time tables;

Consults with Commissioner/Superintendent to determine work priorities and operational policies and keeps him informed of all major operational developments;

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

Makes inspections of ice and snow control operations;

Prepares plans, reports and recommendations concerning highway operations and projects for submission to the Commissioner/Superintendent;

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

Interviews candidates for employment and evaluates employee performance and assigns highway operating personnel;

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

Works with the Supervisor of Planning and Design/Engineers in preparing specifications for materials and supplies required in conducting the work of the department;

Interviews vendors and keeps abreast of developments in highway equipment, construction and maintenance materials available;

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

Conducts research for legal claims presented against the County/Town;

Maintains liaison with Engineers in the preparation of plans, profiles and specifications for construction and maintenance projects;

Oversees the ordering of materials needed according to approved plans;

Exercises general supervision of the County/Town garages, buildings and properties adjacent thereto;

Executes special assignments as directed by the Commissioner/Superintendent;

Performs a variety of related activities as required.

SUPERVISOR, CONSTRUCTION AND MAINTENANCE (cont'd)

*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: Thorough knowledge of the principles and practices involved in highway and bridge construction, maintenance and demolition; good knowledge of the theory and practices of budgeting, time study, cost analysis, record keeping, personnel administration, 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 applicable New York State, Federal and local laws; initiative; good judgment; tact.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor'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
- b) Associate's degree 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
- c) Graduation from high school or possession of a comparable diploma and either: 1) eight (8) years of progressively responsible engineering or construction experience; or 2) ten (10) 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.