

ROAD MAINTENANCE SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising road maintenance work crews and the economic use of materials used. Work is performed under the direct supervision of the Director of Operations. Supervision is exercised over the work of District Road Maintenance Supervisors and their crews.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assigns work to District Maintenance Supervisors on a daily basis;

Inspects work performed by the District Maintenance crews;

Coordinates snow and ice control activities;

Orders materials necessary for road maintenance activities, such as patching, ditching, and shouldering;

Works closely with engineering staff on various projects providing necessary liaison between the Department of Public Works and the engineering staff;

Prepares and submits progress reports;

Maintains records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods and theories of road maintenance; good knowledge of tools, terminology, equipment and safety precautions of construction and maintenance work; ability to read rough sketches and blue prints; ability to supervise the work of others; ability to supervise the work of others; ability to follow complex written and oral directions; ability to keep

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records and make reports; mental alertness; good judgment; and dependability.

MINIMUM QUALIFICATIONS: Candidate must possess two (2) years of permanent status in any title in the Department of Public Works with six (6) years of satisfactory experience in road construction and/or maintenance, at least two (2) year of which shall have been in a supervisory capacity. One (1) year of experience, or three (3) credit hours or related education in MS Excel, Outlook, and Windows File Explorer is required.

NOTE: Persons who will meet the minimum qualifications within six (6) months of the exam date may participate in the exam, but will not be certified for appointment until the meet the minimum qualifications.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid driver's license.

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Last Reviewed: January 1, 1979
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 6/22/04
Revised in Classplan on 2/8/06
Revised and Replaced in Classplan: 3/6/2023
Revised and Replaced in Classplan: 4/18/2025