

ROAD MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervisory work involving the efficient and economical use of people, equipment, and materials in the construction, maintenance and repair of county roads. The work is performed under the general supervision of the Road Maintenance Superintendent with broad leeway for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over construction and motor equipment operators, laborers, etc., in the performance of road maintenance work.

TYPICAL WORK ASSIGNMENTS:

Plans, supervises and participates in the construction, maintenance, and repair of county roads which includes base, drainage and water distribution systems, pavement, guardrail, landscaping, surface treating, bridge membranes, crack sealing, etc.;

Organizes supplies, workers and equipment for the efficient accomplishment of projects and maintenance work including snow removal;

Insures that equipment assigned is maintained in an operational condition;

Requisitions materials, tools and equipment within the functional area;

Monitors work of maintenance, repair and construction contractors and maintains records on same;

Maintains records and makes oral and written reports;

Performs other tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of practices, techniques, tools, equipment, materials, terminology and safety precautions of modern road construction, repair and maintenance; thorough

ROAD MAINTENANCE SUPERVISOR

Page 2

knowledge of snow removal techniques; ability to work from blue prints, plans or specifications and to make mathematical computations; ability to plan, supervise and coordinate the work of others; ability to confer with technical experts in the road construction and maintenance field and to understand their written and oral instructions; ability to read and interpret rough sketches, plans and maps; reliability; initiative and resourcefulness; mental alertness; and honesty.

MINIMUM QUALIFICATIONS: Candidate must possess two (2) years of permanent status in any title in the Department of Public Works with three (3) years of satisfactory experience in road construction and/or maintenance, at least one (1) 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 they meet the minimum qualifications.

SPECIAL REQUIREMENTS FOR APPOINTMENT: Possession of a valid Class B or higher Commercial Driver's License.

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Last Reviewed: 9/16/97

Jurisdictional Class: Competitive

Public Hearing: 04/30/02

NYS Civil Service Commission Approval: 07/28/03

Revised in classplan on 2/8/06

Revised and Replaced in Classplan: 3/6/2023

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