

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSISTANT SUPERINTENDENT OF HIGHWAY CONSTRUCTION **GRADE:** 16

TITLE ABBREVIATION ASST SUPT HWY CONST **TITLE NO.:** 567250

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** OA **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** _____

SUPERVISOR'S TITLE: SUPERINTENDENT OF HIGHWAY CONST

DISTINGUISHING FEATURES OF THE CLASS: The Assistant Superintendent of Highway Construction is responsible for assisting the Superintendent of Highway Construction with the efficient and economical use of personnel, materials and equipment in the construction and maintenance of the County Road system. Work is performed under the general supervision of the Superintendent of Highway Construction with considerable leeway for the exercise of independent judgment in planning and coordinating the details of the work. The Assistant Superintendent of Highway Construction is also responsible for supervision of all department personnel and activities in the absence of or directed by the Superintendent. The incumbent will perform all related duties as required. On 24-hour call.

TYPICAL WORK ACTIVITIES:

1. Assists with the Coordination and supervising the activities of Highway Construction Supervisors, Highway Maintenance Supervisors, Highway Garage Manager and Fleet Service Manager;
2. Assists with the Supervision of county-wide snow removal and ice control activities;
3. Assists with dispatching personnel and equipment in response to natural disasters, i.e., storms, floods, etc.;
4. Assists in distribution of equipment between the various construction and maintenance projects, and in snow and ice control activities;
5. Assists in planning construction and maintenance schedules and work loads;
6. Reports to and confers with the Superintendent of Highway Construction and the engineering staff regarding personnel and equipment necessary for construction and maintenance projects;
7. Supervises and participates in the preparation and maintenance of activity, cost and progress records and reports;

8. Assists with preparation of contract specifications for new equipment, i.e., bulldozers, loaders, excavators, trucks, etc.;
9. Requests proposals for rental of equipment.
10. Performs the duties of the Superintendent of Highway Construction during their absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern road construction and maintenance methods and procedures; thorough knowledge of equipment tools, terminology and safety precautions used in road construction, maintenance and snow removal and ice control; ability to read and understand sketches, specifications, contractual documents and related road and bridge construction and maintenance plans; ability to make road construction and maintenance cost estimates; ability to prepare and maintain activity, costs and progress records and reports; demonstrated ability to plan, organize and supervise the work of others; ability to secure the cooperation of subordinates; ability to understand and carry out complex oral and written directions; ability to communicate orally and in writing; dependability; initiative and resourcefulness; leadership, good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Bachelor's Degree in Engineering, Construction, or Project Management related fields and two (2) years of experience in highway construction and maintenance, including one (1) year in responsible charge of highway construction projects; or
- (B) Associate's Degree in Engineering, Construction, or Project Management related fields and four (4) years experience in highway construction and maintenance, including two (2) years in responsible charge of highway construction projects; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years experience in highway construction and maintenance, including two (2) years in responsible charge of highway construction projects; or
- (D) Eight (8) years experience in highway construction and maintenance, including three (3) years in responsible charge of highway construction projects; or
- (E) Any combination defined within the limits of (A), (B), (C), and (D) above.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.