

ORANGE COUNTY CLASS SPECIFICATION

TITLE: HIGHWAY SUPERVISOR (CONSTRUCTION) **GRADE:** 15

TITLE ABBREVIATION: HIGHWAY FOREMAN (CONST) **TITLE NO.:** 6410

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

DEPARTMENT: PUBLIC WORKS **DIVISION:** HIGHWAY

SUPERVISOR'S TITLE: SUPERINTENDENT OF HIGHWAY CONSTRUCTION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervision and participating in field activities in the construction and reconstruction of County highways, roads and bridges. The work is carried out in accordance with established policies and procedures and involves responsibility for the efficient and economical use of personnel, materials and equipment in the construction of County highways, roads, bridges and related facilities. Work is performed under the general supervision of the Superintendent of Highway Construction through inspections, discussions and reports with latitude for independent judgment in carrying out the details of the work. Engineers are available for consultation on projects. Supervision is exercised over the work of equipment operators, skilled and unskilled laborers and other subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in planning and scheduling and supervises construction projects including but not limited to construction of new County roads and reconstruction of existing County roads, blacktopping, concrete catchbasins, water and sewer lines, drainage structures, grading, culverts, driveway pipes, building construction excavating and site preparation;
2. Assists in planning and scheduling and supervises construction projects on bridges including, but not limited to, setting and bolting structural steel, forming concrete footings, abutments, decks and curbs, placing reinforcement steel, pouring and finishing concrete; setting bridge railings; stripping forms and finishing concrete and painting structural steel and railings;
3. Assists in planning and scheduling and participates in reconstruction of bridges including but not limited to dismantling old superstructures, abutments and footings; excavating new footings and abutments; operating pumps for removing water; building forms for footings and abutments; setting sub-forms, installing reinforcement steel; pouring concrete; stripping forms and finishing concrete;

4. Plans and estimates material requirements and schedules delivery of equipment and materials to job sites;
5. Prepares time sheets and activity, progress and cost reports and records;
6. Ensures that safety precautions for employees and public are exercised and adhered to at all times;
7. Instructs subordinates in the proper use of equipment and materials;
8. Directs a crew and participates in snow and ice removal and control operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern highway and bridge construction methods and procedures; thorough knowledge of the equipment, materials, tools, terminology and safety precautions as applied in highway, bridge building construction, snow removal and ice control; ability to read and understand sketches, blueprints and complex plans related to highway, bridge, and building construction; ability to plan, organize, and supervise the work of others; ability to carry out complex oral and written directions; ability to prepare highway construction cost estimates; ability to prepare and maintain activity and progress records and reports; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma, and five (5) years of experience in highway or bridge design, construction, and/or maintenance activities, six (6) months of which must have been in an assistant supervisory or supervisory capacity; OR
- (B) Seven (7) years of experience in highway or bridge design, construction, and/or maintenance activities, six (6) months of which must have been in an assistant supervisory or supervisory capacity.

SPECIAL REQUIREMENTS: Must possess and maintain a valid Class B Commercial Driver's License (CDL-B).