

ORANGE COUNTY CLASS SPECIFICATION

TITLE: HIGHWAY SUPERVISOR (ROAD MAINTENANCE) **GRADE:** 14

TITLE ABBREVIATION: HWY SUPV (RD MAINT) **TITLE NO.:** 6412

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 supervising work crews assigned to maintenance and snow control operations on county highways, roads and bridges and for completing assignments as efficiently and safely as possible. Work is performed in accordance with established policies and procedures and involves planning, directing and assigning work crews to a wide variety of work activities in the repair and maintenance of highways, roads and bridges. In addition, individuals in this class may be responsible for investigating public complaints regarding road conditions, inspecting construction under permits, managing the operations of a district garage and/or supervising work crews on parts of highway construction projects. Work is performed under the general supervision of the Superintendent of Highway Construction with latitude for independent judgment in executing assignments. Engineers are available for consultation on unusual problems. Work is reviewed through inspection and reports. Direct supervision is exercised over the work of equipment operators and skilled and unskilled laborers and other subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans and assigns crew and participates in a variety of highway maintenance and repair projects including, but not limited to, cleaning, patching and oiling roads; ditching; cleaning culverts, driveway pipes, catch basins and storm drains; mowing and removal of roadside brush, grass and weeds; digging ditches; installing pipes; setting, painting and repairing guide rails, posts and fences; clearing roadways of limbs and dead animals, and grading and regrading shoulders;
2. Plans, assigns crew and participates in maintenance and repair of bridges including, but not limited to, painting structural steel and bridge railings; replacing deteriorated concrete decks and curbs; resurfacing road area;
3. Inspects all work performed by subordinates for proper completion;

4. Instructs subordinates in proper use and care of equipment, tools, materials and in safety precautions;
5. Makes frequent inspections of highways and bridges in district to determine maintenance needs of surfaces, shoulders, drainage facilities, dangerous trees and road signs;
6. Investigates traffic accidents as assigned and maintains control over traffic during clearance operations including the lay out of detours and appropriate signs;
7. Prepares reports and maintains records including, but not limited to, time cards, employee attendance, activity records, inventory and material costs;
8. Inspects road conditions in winter and initiates snow and ice removal operations;
9. Supervises crew and participates in snow removal operations in assigned areas including plowing, spreading salt and sand, erecting snow fences and replacing broken guardrails;
10. Supervises the operations of a district garage including routine maintenance of motor equipment and control over gasoline, fuel, salt and sand, as needed;
11. Inspects road permits and building approvals including contractors, utilities and municipalities who physically affect county roads and right of ways, as needed;
12. Supervises crew and participates in portion of highway or bridge construction project, as needed;
13. Calls crew after regular working hours in emergency situations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of road maintenance and construction procedures and techniques; thorough knowledge of safety precautions and procedures associated with highway maintenance and equipment operations; ability to plan and supervise the work of others; ability to follow oral and written instructions; ability to keep records and make reports; ability to get along well with others; dependability; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma, with four (4) years of experience in road maintenance work, six (6) months of which must have involved assistant supervisory or supervisory responsibilities, OR
- (B) Six (6) years of experience in road maintenance work, six (6) months of which must have involved assistant supervisory or supervisory responsibilities.

SPECIAL REQUIREMENTS: Must possess at time of appointment and maintain a valid Commercial Driver's License with a "B" classification (CDL-B).

REVISED: 2/22/19 AT