

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** HIGHWAY SUPERVISOR (MUNICIPAL)

**TITLE #:** 1342

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the scheduling of personnel and equipment usage for the Highway Department. Work is performed in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the assignments. The work is performed under the general supervision of the Town Highway Superintendent. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Coordinates, oversees and may participate in the maintenance work activities of highway department personnel;

Oversees and coordinates use of highway department equipment both inside and outside the maintenance area;

Plans routes for snow and ice control operations on highways;

Determines highway department work activity locations and assigns personnel accordingly;

Prepares and maintains payroll records;

Keeps records of department activities and submits reports as required;

Instructs subordinates in proper use and care of equipment, tools, materials and in safety precautions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of road construction and maintenance work; good knowledge of safety precautions and procedures associated with highway maintenance and equipment operations; ability to direct the work of others; ability to follow oral and written instructions; ability to get along well with others; ability to keep records and prepare reports; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- A) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in road construction and maintenance and the operation and maintenance of road equipment, two (2) years of which shall have included directing the work of others; or
- B) Six (6) years of experience as defined in (A) above, two (2) years of which shall have included directing the work of others.

**SPECIAL NOTE:** Possess and maintain a valid driver's license in a class appropriate to the requirements of the Appointing Authority.

**JURISDICTIONAL CLASS:** Competitive

REVISED: 06/03/14