

ROAD MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Road Maintenance and the Assistant Superintendent of Road Maintenance, an incumbent of this position is a crew foreman; the incumbent directs and coordinates the activities of one or more road maintenance crew(s) engaged in road paving, pavement markings, drainage projects and highway safety activities. Work involves supervising work crew(s) and participating in the maintenance and repair of County roads to ensure that work performed is in conformance with construction standards and within established departmental guidelines and standards. This class differs from the Chief Road Maintainer II in that the Road Maintenance Supervisor has supervision of one or more crews as a foreman while the Chief Road Maintainer II has a lead role in a work crew and may supervise lower level maintenance staff. Supervision is exercised over subordinate road maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises work crew(s) and participates in paving roads, runways and parking lots, as well as the painting pavement markings for all County roads, runways and parking lots;

Supervises work crew(s) engaged in complex and large-scale drainage projects along the County road system;

Supervises work crew(s) engaged in maintaining, repairing all types of County roads; the installation, repair and removal of traffic control signs;

Trains subordinate road maintenance staff in the application of pavement markings to ensure that work is in accordance with prescribed standards and ensures work crews are provided appropriate equipment to perform jobs;

Plans and schedules in advance year-round work activities, including regular inspections of road conditions, particularly after storms, to provide safe road conditions for the driving public; ensures that appropriate work crews and equipment are efficiently dispatched in for a quick response to emergency situations;

Ensures that county roadways are free of visual obstructions by directing the pruning, cutting or removal of overgrown vegetation; works with appropriate staff within the grounds division to implement work projects as needed;

Schedules and directs the maintenance and repair of curbs and walkways to ensure safe conditions for pedestrians and bicyclists;

Modifies work schedules and regularly scheduled maintenance projects in response to emergency repairs of County roads, and in the prompt removal of graffiti offensive in nature;

Prioritizes and directs the repair of potholes with minimal interruption to the public; re-prioritizes work when potholes dangerous to drivers are spotted and/or reported;

Participates in operations in response to emergency situations;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains an emergency work schedule to meet the demands of the winter season when snow plowing and sanding are required; makes crew staffing and equipment decisions in advance of storms;

Ensures traffic patterns are set up and advanced warning to local officials is given when projects are planned and underway;

Supervises and participates in snow removal and flood control operations;

Supervises and schedules road maintenance projects requiring heavy motor equipment to complete projects;

Plans, supervises and participates in the operation of heavy excavating and motor equipment and ensures periodic maintenance of heavy motor and excavating equipment in accordance with equipment and/or contract schedules;

Ensures all staff is trained and properly licensed in equipment used by maintaining records indicating the type of license each employee within the division carries, and by advising staff of mandated training sessions;

Maintains a central work log detailing ongoing projects, pending and new work orders in order to determine priorities; manages the activities of assigned crew(s) in emergency situations to ensure that efforts are effectively coordinated;

Prepares work orders for salt, building materials, asphalt, fertilizer, fuel, etc. to ensure that staff have the supplies, tools and equipment necessary to perform the work required;

Coordinates paving operations by calculating the tonnage of asphalt needed and cubic yards of project materials required such a sand and stone; coordinates the delivery of materials;

Estimates projects by calculating the cost of materials and equipment, as well as the deployment of personnel;

Supervises and participates in the performance of routine and emergency repairs and maintenance of catch basins, drainage culverts, etc.; pruning and removing trees; paving, plowing and sanding and transporting required equipments to worksites;

Enters and works in confined spaces, such as drainage culverts and catch basins, to perform cleaning, maintenance, and repair tasks;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of methods, materials, procedures and equipment used in the construction, maintenance and repair of roads including bridge repair, including asphalt and road grading concrete pavement repairs, grass mowing, leaf removal, tree trimming, and removal, snow removal, guard railing and fence installation, and sign repair; thorough knowledge of tools, terminology and procedures involved in the repair and maintenance of heavy automotive equipment; good knowledge of the maintenance and repair characteristics of the road network within the County; good knowledge of occupational hazards inherent in construction work and the safety practices related to all above-mentioned aspects of road maintenance; good knowledge effective supervisory techniques; ability to plan, assign and supervise the work of large labor force; ability to make sound road maintenance decisions under emergency conditions; ability to understand, interpret and effectively carry out written or oral instructions relating to road maintenance; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of experience in road maintenance, one year of which must have been in a supervisory or lead capacity.

SPECIAL REQUIREMENTS: (1) Must possess and maintain a CDL-A New York State Driver's License. Under New York State law applicants for the CDL must be 21 years old. (2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

West. Co.
J. C.: Non-Competitive
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Job Class Code: C1273
Job Group: X