

GENESEE COUNTY

GENERAL HIGHWAY SUPERVISOR (COUNTY)

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory and administrative position involving responsibility for carrying into action the department programs including but not limited to road and bridge maintenance and repair. An employee in this class operates within the framework of the policies and the program set by the County Highway Superintendent, but exercises an extensive degree of independent judgment in the assignment of personnel, materials and equipment. The incumbent is responsible for the direct supervision of all highway maintenance supervisors, and for the supervision of all field operations of the department, as well as all divisions under departmental jurisdiction. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assigns construction and maintenance crews to work projects;
Assigns personnel and equipment to snow and ice removal;
Assists in the planning of road and bridge projects;
Supervises the operation of department automotive repair shop;
Supervises and assists with the evaluations of the highway maintenance supervisors;
Assists with the interviewing and hiring of new employees;
Handles personnel related problems as directed;
Inspects the work of road and bridge construction and maintenance crews and to follow-up complaints;
Assists highway maintenance supervisors with difficult or unusual problems;
Reports on field operations to County Highway Superintendent or the Deputy Highway Superintendent;
Makes recommendations regarding purchase of equipment, scheduling of projects and manpower needs;
Consults with the County Highway Superintendent and Deputy Highway Superintendent on department policy and projects.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of modern equipment, material, methods and techniques of highway and bridge construction and maintenance; thorough knowledge of department policy as related to field work; thorough knowledge of techniques of snow and ice removal; ability to plan, coordinate and direct the work of large groups of personnel; ability to plan large scale construction projects; ability to keep records; ability to deal effectively with the public; initiative; resourcefulness; dependability; mature judgment.

CONTINUED.....

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Page 2

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

1. Nine (9) years of experience in construction and maintenance of public roads, highways and bridges, of which four (4) years shall have been in a supervisory capacity;

OR:

2. Graduation from a recognized or accredited two (2) year college in engineering technology or a related field, and seven (7) years experience as outlined in (1) above, of which four (4) years shall have been in a supervisory capacity;

OR:

3. Any equivalent combination of training and experience as outlined in (1) above.

SPECIAL REQUIREMENT: Possession and maintenance of an appropriate valid CDL Class B license.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 1/4/93

Revised 4/9/99, 2/20/03