

GENESEE COUNTY

HIGHWAY MAINTENANCE SUPERVISOR (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is important supervisory work involving responsibility for the efficient and economical use of personnel, materials, and equipment in the maintenance and construction activities in the County Highway Department. Work is carried out in accordance with policy and procedures formulated by the County Highway Superintendent permitting considerable leeway in carrying out the details of the work. The incumbent is directly supervised by the General Highway Supervisor. Supervision is exercised over the activities of equipment operators and laborers by a continuing check of the work in progress. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Coordinates and supervises the activities of County highway crews and the use of materials and equipment in the maintenance of county roads and bridges;
Supervises snow removal and ice control activities;
Coordinates the use and distribution of equipment between the various maintenance projects and in snow and ice control activities;
Oversees and participates in new highway construction work;
Assists in planning maintenance schedules and work loads;
Reports to and confers with the General Highway Supervisor regarding personnel and equipment necessary for construction and maintenance projects;
Supervises and participates in the preparation and maintenance of activities, costs, and progress records and reports;
May be required to operate various types of road construction and maintenance equipment;
Attends training as required.

The above examples of duties are intended only as illustration 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 road construction and maintenance methods and procedures; thorough knowledge of the equipment, materials, tools, terminology, and safety precautions used in road maintenance and in snow removal and ice control; ability to read and understand sketches, blue prints, and related road construction and maintenance plans; demonstrated ability to plan, organize and supervise the work of others; ability to solve operating problems as they occur in the field; ability to secure the cooperation of subordinates; ability to understand and carry out complex oral and written directions; ability to prepare and maintain activity costs and progress records and reports; dependability; initiative and resourcefulness; leadership; good judgment; tact and courtesy.

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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 moderately noisy.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE:

- A. Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education **AND** five (5) years of experience in the construction and maintenance of roads and bridges;

OR:

- B. Any equivalent combination of training and experience indicating the ability to perform the duties of the job.

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PROMOTIONAL:

Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education **AND** candidates must have four (4) years of permanent status as a Motor Equipment Operator or Heavy Equipment Operator within the Genesee County Highway Department, **OR** four (4) years in any equivalent or higher AFSCME salary grade and have completed an Associate's Degree or higher in a construction related field.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

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

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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