

Highway Maintenance Managers

Job Code	Job Title	Pay Grade
3087N3	Highway Maintenance Supervisor	24
3088N3	Highway Maintenance Superintendent	27

CONCEPT:

This is supervisory work directing highway maintenance activities and repairs for a specific geographic region.

TASKS:

Highway Maintenance Superintendent

- Supervises a crew of Equipment Operators performing such work as repairing and resurfacing highways; mowing rights-of-way; litter and trash clean-up; snow and ice removal; erecting, removing and repairing snow fence, guard rails, and signs; seeding and sodding; painting traffic lines; cleaning and grading ditches and shoulders; repairing and cleaning drainage structures, and resurfacing and repairing bridge decks.
- Prepares and maintains resource management system reports and records of material, equipment and personnel utilization, and work plans and inventories for computer input in accordance with standards.
- Inspects roads and related physical structures for problems in order to develop current data for priorities of work in an assigned region.
- Meets with property owners and motorists who have complaints or questions concerning road work; investigations and determines action to take on complaints from the public or in an unexpected situation.

Highway Shop Superintendent

- Determines repairs and maintenance work which will be required on highways and bridges; ascertains the quality of completed repairs and maintenance in an assigned area by visually inspecting work-in-progress and completed work.
- Estimates the time which will be required for maintenance crews to make repairs, and the materials, equipment, and supplies which will be needed to prepare the fiscal year work needs program.
- Ascertains the progress of maintenance activities in an assigned area by analyzing the work accomplishment reports; coordinates the work between the sub area crews involved in resurfacing repairs, sealing, mud-jacking, landscaping, traffic lane painting, culvert and bridge repair, and mowing.
- Reviews construction plans and inspects the site of the proposed construction to determine if the permit application has been completed properly and if the construction plans follow state construction regulations and standards.
- Recommends approval for highway permits for utility installations, driveways, etc.; inspects work in progress and completed work; reviews plans for proposed construction for compliance to all applicable regulations and standards.

LEVELS OF WORK

- Class Group consists of two classes.

Highway Maintenance Supervisor: This is supervisory work directing highway maintenance activities for a specific geographic region. Incumbents must be capable of allocating the necessary resources in a timely fashion in accordance with the applicable rules and regulations in order to keep roads maintained and repaired. The safety of all employees and the public is a major consideration in all phases of the process, as well as maintaining good relations with the public.

Minimum Requirements: Two years of experience in highway maintenance or construction that meets the needs of the Agency and a valid driver's license at the time of appointment. Education may be substituted for experience as determined relevant by the agency. Some positions may require attainment of a commercial driver's license.

Highway Maintenance Superintendent: This is management work with responsibility for the planning and administrative oversight of all highway maintenance and repairs for an assigned region, which typically involves several counties. Works with the Area Engineer prioritizing work with maintenance supervisors, shop superintendents, contractors, and utility representatives in developing plans. Travels the entire region to inspect work and ascertain needs of current highway conditions which are all subject to federal or state agency constraints.

Minimum Requirements: Four years of experience in highway maintenance or construction that meets the needs of the Agency and a valid driver's license at the time of appointment. Education may be substituted for experience as determined relevant by the Agency. Some positions may require attainment of a commercial driver's license.

REF: 12/13