

Highway Maintenance Managers

| Job Code | Job Title | Pay Grade |
|----------|--|-----------|
| 3079N3 | Highway Maintenance Assistant Supervisor | 30 |
| 3087N3 | Highway Maintenance Supervisor | 32 |
| 3088N3 | Highway Maintenance Superintendent | 36 |

CONCEPT:

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

TASKS:

Highway Maintenance Assistant Supervisor

- Supervises a subarea crew of maintenance workers, including lead workers, in field assignments, 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, guardrails, 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.
- Provides effective leadership to their assigned work unit. This includes such things as leading by example, providing effective training, coaching, and providing employee development opportunities.
- Completes performance reviews of crew members.
- Prepares and maintains resource management system reports and records of material, equipment and personnel utilization, work plans and inventories for computer input in accordance with standards, in the absence of a supervisor.
- Inspects roads and related physical structures for problems to assist in the development of current data and prioritizes work in an assigned region.
- Meets with property owners and motorists who have complaints or questions concerning road work; investigates and determines action to take on complaints from the public or in an unexpected situation.
- Directs, leads or performs finished grading operations; supervises or operates grading equipment; blade mixing of asphalt mixes and blade laying of asphalt mix on roadways.
- Supervises crews in the operation of a wide range of construction or maintenance equipment and provides training. May serve as tractor-trailer or truck-trailer operator in the transport of heavy equipment over the public roads.
- Oversees, trains and assists in performing the loading and unloading of heavy equipment.
- Completes and submits various records or reports relating to manpower, materials, and equipment resources.
- Supervises and directs the activities of highway maintenance crews for road and bridge repairs, winter storm operations, removal of accident debris and dead animals, and other assignments such as erection and maintenance of signs, snow fences and guardrails.

Highway Maintenance Supervisor

- Supervises a crew of Highway Maintenance Workers 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 Maintenance Superintendent

- Supervises multiple Highway Maintenance Supervisors within an area.
- Prioritizes and directs repairs and maintenance work which will be required on highways and bridges and right of way; 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 three classes.

Highway Maintenance Assistant Supervisor: This position provides effective leadership to their assigned work unit. This includes such things as leading by example, effective training, coaching, providing employee development opportunities. Assists supervisor and managerial staff in directing highway maintenance activities for a specific geographic region, or facilities. Work involves responsibility for supervising the safe and efficient operation of heavy construction and maintenance equipment used in a full range of construction and maintenance work. Duties include supervising a crew of highway maintenance workers. Incumbents must be capable of allocating the necessary resources in a timely fashion in accordance with the applicable rules and regulations 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: Five years of experience in highway maintenance including at least one year of lead worker or supervisory experience that meets the needs of the agency and a valid Class A CDL at time of appointment. Education may be substituted for experience as determined relevant by the agency.

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: Five years of experience in highway maintenance including two years of lead worker or supervisory experience that meets the needs of the Agency and a valid Class A CDL at the time of appointment. Education may be substituted for experience as determined relevant by the agency.

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: Six years of experience in highway maintenance including two years of supervisory experience 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.

REF: 12/13

REV: 10/22

REV: 6/24

REV: 10/25