

## HIGHWAY MAINTENANCE SUPERINTENDENT

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Highway Maintenance Operation, Department of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Directs personnel and equipment engaged in the maintenance and construction of streets, village roads, road shoulder, roadside ditches, main canals, drainage pipes and appurtenances, traffic signs, lane markers, and stripping, bridge and guardrail repairs.

Supervises procedures for resurfacing and patching of streets; inspects work in progress and makes changes as necessary.

Investigates complaints from the public and officials and determines if action is necessary and follows-up to see that corrective action is taken.

Provides technical cost estimates and prepares plans and specifications.

Maintains records of equipment usage and maintenance; orders and supervises maintenance of equipment, materials and supplies.

Advises administrative officials on construction and maintenance projects.

Maintains personnel records, prepare reports and may prepare or assist in budget preparation.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods, materials and practices involved in street construction and maintenance operation.

Knowledge of the types and uses of mechanical and automotive equipment in street maintenance and repair operations.

Knowledge of basic surveying practices and techniques.

Knowledge of testing procedures used in road construction and repair.

Knowledge of the occupational hazards and safety precautions of highway construction and maintenance work.

Ability to administer the programs and activities of the Highway Maintenance Section.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and initiate or implement changes in organization, policies and procedures to improve effectiveness.

Ability to interpret highway plans and specification.

Ability to make accurate estimates of time, materials and equipment required for highway construction, maintenance and repair work.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Six years of progressively responsible experience in the construction and maintenance of highways and related structures and three years of supervisory experience; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

  
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DAVID R. FLORES  
Executive Director,  
Civil Service Commission