

## HIGHWAY MAINTENANCE SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in a variety of highway maintenance activities.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in the construction and maintenance of highways including base stabilization, placing of new surfaces, patching, sealing, stripping and coating.

Supervises and participates in the construction, maintenance and installation of bridges, culverts, guardrails, road signs, highway markers, and storm drainage systems.

Supervises and participates in the repairs of washouts, removal of earth and rock slides, shoulder widening, channel work, oiling, and gravel surfacing replacements.

Supervises the storage of supplies, tools, and equipment and ensures they are maintained and available for work projects; orders supplies, tools and equipment as needed.

Estimates the time and material cost of work projects.

Applies and enforces safe work practices on the job.

Interprets and works from manuals, sketches, blueprints, and diagrams.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques, tools, equipment, and materials used in the construction and maintenance of highways.

Knowledge of the hazards and safety practices of the trade.

Ability to supervise the work of others.

Ability to estimate the time and material costs of work projects.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

Ability to interpret and work from manuals, sketches, blueprints and diagrams.

Ability to apply and enforce safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the construction and maintenance of highways.

MINIMUM EXPERIENCE AND TRAINING:

(a) Five years of experience in the construction and maintenance of highways, including one year at the skilled level; or

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

ESTABLISHED: JULY, 1980

  
\_\_\_\_\_  
DAVID R. FLORES, Executive Director  
Civil Service Commission