

ASSISTANT HIGHWAY MAINTENANCE SUPERVISOR

GENERAL STATEMENT OF DUTIES: Assists Highway Maintenance Supervisor in the maintenance of county highways and bridges and also assists in supervising the maintenance and repair of all equipment in the county highway department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for all highway maintenance activities throughout the county and assisting in supervising the operation of the highway garage. The work is carried out under the general direction of the County Highway Superintendent and Deputy County Highway Superintendent and under the direct supervision of the Highway Maintenance Supervisor. Supervision is exercised over the activities of subordinate foremen, automotive mechanics, equipment operators and laborers by a continuing check of the work in progress.

EXAMPLES OF WORK: (Illustrative only)

- Coordinates and supervises the activities of subordinate foremen, equipment operators and laborers in the use of materials and equipment in the maintenance of county highways and bridges;
- Determines maintenance needs for projects and schedules various projects;
- Reports to and confers with superiors on unusual problems connected with maintenance projects;
- Supervises and participates in the preparation and layout of maintenance and construction projects, including material requirements, costs, progress records, reports, and permits;
- May provide training to highway personnel;
- May supervise the operation of the stockroom, oil & stone program, and patch paving;
- Meets with the public and answers complaints regarding county highway department operations;
- Supervises the work of other personnel involved in maintaining county highway department equipment;
- May perform the more difficult equipment repair work;
- Diagnoses equipment in need of repair;
- May supervise, assign and inspect equipment repairs;
- May perform road inspections and driveway permitting;
- Performs administrative tasks as directed by the Highway Maintenance Supervisor;
- Operates a computer and various software related to various projects, including fuel management system.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of modern road maintenance methods and procedures; good knowledge of equipment materials, tools, terminology and safety precautions used in road maintenance and automotive repair work; 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; good judgment; tact and courtesy; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

PROMOTION: Six months of permanent status as either a Highway Maintenance Foreperson or Automotive Mechanic Foreperson and four years experience in the construction and maintenance of roads which must have included experience in heavy automotive equipment repair; **OR** Twenty-Four months experience in the title of Working Foreperson and four years experience in the construction and maintenance of roads which must have included experience in heavy automotive equipment repair.

OPEN COMPETITIVE: Six years of experience in the construction or maintenance of highways and bridges, which must have included experience in heavy automotive equipment repair, three of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid New York State CDL-B Drivers License.

Competitive Class

Revised 2005, Revised 11/14/2014 PO; Revised 5/22/2023 PO