

GENERAL HIGHWAY SUPERVISOR II

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving the responsibility for planning, coordinating and reviewing the activities of multiple work crews engaged in construction and maintenance of County roads and adjacent areas. Plans, supervises and coordinates the County-wide activities of specialty crews, including services to towns and villages within Delaware County and contract work to outside agencies. This position is also responsible for additional administrative tasks which not assigned to the General Highway Supervisor. The incumbent of the position is responsible for the efficient and economical use of work crews, materials and equipment in the various construction and maintenance activities; The position involves a great deal of contact with the public. The work is under the general supervision of the Commissioner and/or Deputy Commissioner of Public Works with leeway for independent judgment in the planning and methods of activities within established policies. Supervision is exercised over several Crew Supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans and schedules the activities of work crews and the use of materials and equipment in the construction and maintenance of roads and adjacent areas; Ensures adequate materials are on hand at the beginning of each project; Coordinates with the Engineering Division for the guardrail crew; Coordinates with Towns and Villages for scheduling the utilization of specialty crews; Coordinates equipment moves; Prepares required specialized reports to outside agencies such as CWC, NYCDEP, SWCD, and other pursuant to contractual service work; Makes regular visits to work sites to check progress and assists in resolving problems; Inspects roads to determine condition and maintenance needs; Investigates complaints from the public regarding highways; Provides technical advice to Crew Supervisors on difficult and complex projects; Monitors snow removal and ice control activities of work crews within assigned area; Prepares and maintains activity, cost and progress records and reports; Explains highway work plans to property owners; Confers with Commissioner and/or Deputy Commissioner of Public Works regarding personnel and equipment necessary for construction and maintenance projects; Prepares lists of materials needed to complete various road construction and maintenance projects and orders same in accordance with department procurement policies; Performs necessary administrative tasks such as approval of bills of laden, coordinates with motor equipment maintenance supervisor for equipment repairs, coordination with low bidder for purchase of materials; Tracks stone totals to ensure proper amounts are stored in the appropriate locations in preparation for road work; May be required to operate various types of road construction and maintenance equipment.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods, materials and terminology used in construction and repair of roads and adjacent areas including snow and ice control; Thorough knowledge of safety precautions used in highway construction and maintenance work, snow removal and ice control; Ability to read and understand sketches, blueprints and related road construction and maintenance plans; Ability to plan, coordinate and supervise the work of several work crews; Ability to carry out oral and written directions; Ability to maintain records and prepare reports; Dependability; Initiative; Resourcefulness; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Nine years of experience in the construction and/or maintenance of highways in such areas as drainage, earthwork, paving, surface treatment, shoulder stabilization, four years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Possession of a New York State Operator's license appropriate for the types of vehicles to be operated is required at time of appointment and must be maintained during employment.

NOTES: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Approved 12/10/07

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