

Assistant Highway Maintenance Supervisor

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervision of and participation in the construction and maintenance of new highway bridges, culverts, guiderails and related structures. Duties are performed under the direct supervision of the assigned Supervisor. Direct supervision is exercised over Commercial Drivers, Welders, Highway Maintenance Workers, Bridge Construction workers, Laborers and subordinate employees. An Assistant Highway Maintenance Supervisor may be temporarily assigned to a barn and does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews and interprets plans and blueprints for bridge construction;
- Directs the placement and construction of reinforced concrete structures, including steel and concrete bridges, culverts, cattle passes, guiderails and related structures;
- Assists in administering personnel procedures for subordinates, including employee evaluation and discipline, scheduling vacation and personal leave, monitoring sick leave use, and participating in applicant interviews;
- Supervises assigned crew in the construction of new structures;
- Supervises the “back-filling” of structures, to maintain the structural integrity of the roadway sub-base and approach slabs;
- Determines the type and quantity of materials needed for each project;
- Requisitions supplies and schedules their delivery to worksites;
- Inspects bridges and related structures to determine needed repairs;
- Assists with the design and construction of pre-cast concrete structures, which are within the scope of Highway Maintenance projects;
- Examines completed structure for adherence to plans and specifications;
- Explains project plans and time schedules to property owners;
- Verifies crew member time records;
- Drives a truck transporting personnel and equipment;
- May act for the Supervisor in their absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of tools, terminology, and practices of bridge and guiderail construction and maintenance; thorough knowledge of the safety precautions associated with heavy construction; good knowledge of tools, terminology and techniques of welding; good knowledge of tools, terminology and practices of concrete form work; ability to schedule and supervise the work of others; ability to interpret and follow written plans and specifications; ability to instruct subordinates to complete job duties in a timely manner; ability to maintain records of materials used and employee time slips; ability to follow oral and written instructions; manual dexterity; mechanical aptitude; willingness to work outdoors all year round; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: High school graduation or possession of a high school equivalency diploma and five years of public works experience which must have included bridge and guiderail construction.

SPECIAL REQUIREMENT: At time of appointment, and thereafter, must possess and maintain a valid Class A or Class B Commercial Driver's License to operate a motor vehicle in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 03/20/2023