

ASSISTANT ROAD SECTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervision of and participation in the construction and maintenance of county roads within an assigned area. Duties are performed under the direct supervision of the Road Section Supervisor. Direct supervision is exercised over Equipment Operators and Laborers. An Assistant Road Section Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Patrols assigned roads to determine winter road conditions;
- Calls out crews for snow and ice removal;
- Inspects roads after plowing and sanding;
- Maintains a stockpile of sand and salt at highway garage;
- 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 a crew in the construction of new county roads in their assigned area;
- Inspects the work in progress of an assigned crew;
- Explains road maintenance activities to property owners;
- Oversees the installation and repair of roadside guardrails;
- Supervises tree cutting and brush removal;
- Records and verifies employee time slips;
- Supervises routine maintenance of automotive equipment and garage;
- May participate with subordinate employees in the operation of a variety of equipment and manual tasks associated with road construction and maintenance;
- Acts for the Road Section Supervisor in his absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of equipment, materials, and techniques of road construction and maintenance; working knowledge of winter snow and ice removal procedure; ability to plan and supervise the work of others; ability to understand and explain written material to subordinates; ability to carry out oral and written instructions; ability to drive an automobile or light truck; courtesy to the public; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: High school graduation or possession of a high school equivalency diploma and three years of experience participating in road construction or maintenance activities.

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

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 2/20/2014