

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, guiderrails and related structures. Duties are performed under the general supervision of the Director of Operations and Fleet. Direct supervision is exercised over Commercial Drivers, Welders, Highway Maintenance Workers, Bridge Construction workers, Laborers and subordinate employees. A Highway Maintenance Supervisor may be temporarily assigned to a barn and does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists with the inspection of all drainage structures to determine what repairs are needed;
- Directs placement and driving of steel sheet and piling for bridge headwalls, abutment and wings;
- Reads and interprets blueprints and DOT standard design manuals to determine types and quantity of materials needed for guiderail installation or repair;
- Operates forklift while loading and unloading materials;
- Operates post driver in the process of installing guiderail systems;
- 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, guiderrails 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 perform fabrication or welding of bridge structural steel;
- May perform concrete and grouting work associated with construction activities.

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 either:

- A) Possession of at least an Associate Degree in Construction, Surveying, Building Technology or related field (degree must have included successful completion of a course involving the use of survey techniques and equipment) AND four (4) years of bridge maintenance or construction or highway maintenance or construction experience participating in road construction or maintenance activities, three (3) years of which must have been in a supervisory capacity.

OR

- B) Six (6) years of bridge maintenance or construction or highway maintenance or construction experience participating in road construction or maintenance activities, three (3) years of which must have been in a supervisory capacity.

NOTE: 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 New York State Civil Service website. You must pay the required evaluation fee.

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

Adopted: 8/7/2026