

## SENIOR HIGHWAY CREW SUPERVISOR

### TOMPKINS COUNTY

**Department** Public Works

**Classification** Competitive

**Labor Grade** (M) 13

**Approved** \_\_\_\_\_

**Revised** 6/01/00, 9/15/00

**By** AF, Commissioner of Personnel

**BBP Risk Factor** \_\_\_\_\_

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for supervising the work of Highway Crew Supervisors and highway crew(s) composed of Heavy Equipment Operators, Motor Equipment Operators, Sign Mechanics, Welders and Laborers engaged in the maintenance of highways, bridges and adjacent areas and participating in highway maintenance activities of a physical nature including the operation of highway construction and motorized equipment. The work involves exposure to all kinds of weather conditions. The incumbent will perform all related duties as required. Responsible for completion of all work and service orders in compliance with master time plans, specifications and quality standards established by engineering and management.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Receives work order and service order assignments from the engineering staff.

Schedules daily work projects and makes work assignments to Highway Crew Supervisors and crew members

Orally instructs Highway Crew Supervisors and crew members in the activities and tasks to be performed and answers their questions concerning work procedures;

Provides and explains work orders or documentation and any attached plans or instructions;

Observes work in progress and that which is completed to insure adherence to instructions, guidelines and schedules;

Insure all staff are fully employed and productive throughout the entire work day.

Maintains written records of work performed and materials and labor used;

Operates a variety of road, building and construction equipment including rollers, tractors, loaders, sweepers, trucks, sanders, snow plows, bulldozers, pavers;

Patrols and inspects highway and adjacent areas within geographical area to determine condition and maintenance needs as assigned or in compliance with work order guidelines;

Supervises and participates in snow and ice control activities.

Responsible for personnel performance reviews, evaluations, and discipline under the supervision of the Highway Manager

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of methods, materials, tools and terminology used in the construction and maintenance of bridges, roads and adjacent area including snow and ice control;

Good knowledge of safety precautions used in highway and bridge construction and maintenance;

Ability to understand, operate and supervise road paving equipment to achieve construction of pavements that meet written specifications

Ability to read and interpret plans and specifications;

Ability to supervise the work of others;

Ability to understand and follow oral and written instructions;

Ability to give clear and concise oral instructions;

Ability to read

Ability to prepare written reports of materials, equipment and labor used;

Ability to make arithmetic computations involving counting, addition, subtraction, division, multiplication, and fractions

Ability to use and operate a variety of hand and power tools and both self-propelled and stationary mechanized equipment;

**CONTINUED ON THE NEXT PAGE**

**SENIOR HIGHWAY CREW SUPERVISOR (CONTINUED)**

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (CONTINUED):**

Ability to use and operate a variety of hand and power tools and both self-propelled and stationary mechanized equipment;  
Willingness to work in adverse weather;  
Willingness to respond to emergencies and work overtime;  
Dependability;  
Initiative;  
Resourcefulness;  
Good judgment;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Four years of Supervisory experience in the construction and/or maintenance of highways in such areas as drainage, earthwork, paving, surface treatment, shoulder stabilization.

**SPECIAL REQUIREMENT:**

Effective April 1, 1992, possession of a New York State CDL, Class A or B license and valid for Air Brakes with Tank Endorsements (N) is required at the time of application.