

MAINTENANCE SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS:

This is important supervisory and administrative work involving responsibility for the efficient and economical use of men, materials and equipment in the construction and maintenance of a highway system. The work is carried out in accordance with policies and procedures formulated by higher level administrative personnel, permitting considerable leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of subordinate supervisors and workers by a continuing check of the work in progress.

TYPICAL WORK ACTIVITIES:

1. Coordinates and supervises the activities of crew leaders and the use of materials and equipment in the construction and maintenance of roads and bridges;
2. Supervises snow removal and ice control activities;
3. Inspects and investigates complaints regarding road conditions including drainage, potholes, obstructions, right of way matters, etc.;
4. Coordinates the use of distribution of equipment between the various construction and maintenance projects and in snow and ice control activities;
5. Assists in planning construction and maintenance schedules and workloads;
6. Reports to and confers with the division and department heads regarding crews, equipment and materials necessary for construction and maintenance projects;
7. Supervises and participates in the preparation and maintenance of activity, cost and progress records and reports;
8. Responsible for implementation of on-the-job safety measures and safety training;
9. Administers budget and funding for assigned work unit including the ordering and specification of materials, equipment and supplies;
10. Supervises the stake-out or layout of work projects in the field in accordance with approved plans, record maps or prescribed instructions;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern road construction and maintenance methods and procedures; thorough knowledge of the equipment, materials, tools, terminology and safety precautions used in road and bridge construction and maintenance and in snow removal and ice control; good knowledge of construction surveying and layout methods; working knowledge of appropriate job safety laws, safety regulations, and job site safety practices and procedures; ability to read and understand sketches, blueprints and related road and bridge construction and maintenance plans and specifications; demonstrated ability to plan, organize and supervise the work of others; ability to solve operation problems as they occur in the field; ability to secure the cooperation of subordinates; ability to understand and carry out complex oral and written directions; ability to prepare and maintain activity, cost and progress records and reports; ability to exercise good judgment and to apply proper safety procedures to daily work activities; dependability; initiative and resourcefulness; leadership; tact and courtesy; physical condition commensurate with the demands of the position.

MAINTENANCE SUPERINTENDENT (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in construction management, construction technology or a closely related degree and two (2) years of supervisory work experience in road construction and/or maintenance;
- OR: (B) Six (6) years of experience in road construction and/or maintenance, including two (2) years of supervisory experience;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must possess a valid New York State Driver License at time of appointment and to maintain position. This license must contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment.

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ADOPTED: 01/01/78

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02/06/81

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12/12/94

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