

## **HIGHWAY CREW SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the maintenance of County highways within an assigned geographical area. The incumbent supervises the work of a crew composed of Heavy Equipment Operators, Motor Equipment Operators and Laborers engaged in the maintenance of highways and adjacent areas. The position may involve 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 work is performed under the general supervision of the General Highway Supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Schedules work projects and makes individual work assignments to crew members based on priorities set by others and the abilities of individual crew members; Orally instructs crew members in the activities and tasks to be performed and answers their questions concerning work procedures; Provides and explains simple written guidelines for work if they are available; Observes work in progress and that which is completed to insure adherence to instructions, guidelines, schedules and safety procedures; Maintains written records of work performed and materials and labor used; Operates a vehicle to transport personnel and equipment to job site; Patrols and inspects highway, highway structures, bridge, guide rail systems and adjacent areas within geographical area to determine condition and maintenance needs; Supervises routine maintenance and cleaning of highway structures; Supervises and participates in snow and ice control activities.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of methods, materials, tools and terminology used in the construction and maintenance of highways and adjacent areas, including snow and ice control; Good knowledge of safety precautions used in highway construction and maintenance work and snow and ice removal; 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 prepare written reports of materials, equipment and labor used; Ability to effectively manage and motivate a crew of people; Ability to enforce management policies, safety practices and discipline employees; Ability to train employees on safety procedures, material safety data sheets (MSDS) and the safe and effective use of equipment; Ability to use and operate a variety of hand and power tools and both self-propelled and stationary mechanized equipment; Dependability; Initiative; Resourcefulness; Good judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Six years of experience in the construction and/or maintenance of highways in such areas as drainage, earthwork, paving, surface treatment, shoulder stabilization.

Revised 3/14/83; 9/10/97; 8/20/01

Reviewed 2/25/09