

## WORKING SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** Work involves responsibility for supervision and performance of tasks related to construction, maintenance and repair of highways, roads, bridges and related structures, tasks related to the operation of transfer station, compost or solid waste management facility, movement of recyclables and transportation services. Work is performed under general supervision with work assigned and reviewed upon completion. Immediate supervision may be exercised over a crew, including but not limited to Heavy Equipment Operators (All titles), Motor Equipment Operators, Laborers and Transfer Station Attendants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Supervises and performs tasks related to the construction, maintenance and repair of county highways, roads, bridges, drains, and structures related to the county highway system; Supervises and performs ice and snow removal and salting of roads; Supervises, schedules and performs pickup and delivery of solid waste and recyclable containers at the town transfer stations and designated pickup and drop off sites; May supervise schedules and performs preventive maintenance and safety inspections of equipment and facility; May maintain time records, prepare payroll, accident reports and other related records; Assigns tasks to Heavy Equipment Operator (All Titles); Motor Equipment Operators and Laborer.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of modern road construction, maintenance and repair practices; Working knowledge of the tools, equipment and materials used in road construction, maintenance work and tools and equipment used in transport; Working Knowledge of, specialty equipment such as a paint/line stripping truck, vacuum truck, or other equipment; Ability to supervise the operation of related mechanical and electrical equipment. Ability to plan and supervise the work of others; Ability to understand and carry out oral and written instructions; Ability to read and work from blueprints; Ability to maintain simple records and prepare reports on work; Dependability; Good judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Two years of experience in the construction and maintenance of roads or bridges OR;
- B. Two years experience in a Solid Waste Management or Compost facility as a driver or equivalent.

**SPECIAL REQUIREMENT:** Appropriate Drivers License at time of appointment and maintained during employment.

**SPECIAL REQUIREMENT:** If employed in a town must complete a Tractor Safety course within one year of appointment.

Revised 4/11/03; 9/18/08; 3/12/20  
Reviewed 5/16/18; 12/15/21; 3/15/22