

## **GENERAL HIGHWAY SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving planning, coordinating and reviewing activities in the construction and maintenance of County roads. The incumbent is responsible for the efficient and economical use of work crews, materials, and equipment in various construction and maintenance activities. The work is performed under the general supervision of the Deputy Commissioner of Public Works-Highways with wide leeway for independent judgment in the planning and methods of activities. Supervision is exercised over the Assistant General Highway Supervisor and/or other members of the highway department. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and supervises the maintenance and repair of County roads;  
Performs road inspections to determine the need for construction or maintenance;  
Schedules and prioritizes maintenance and construction projects;  
Visits work sites to check on project progress, assist in resolving issues, and to ensure the project is proceeding as scheduled;  
Assists in the preparation of the annual Highway budget;  
Attends educational seminars as they relate to health and safety precautions, and the methods and materials used in construction and maintenance activities;  
Completes and/or reviews employee performance evaluations;  
Administers disciplinary actions when necessary,  
Prepares and maintains activity log, cost, progress records, and narrative reports;  
Meets with property owners to explain highway work plans and projects.

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

Thorough knowledge of methods, materials, tools and terminology used in the construction and maintenance of roads, including snow and ice removal;  
Thorough knowledge of safety precautions used in highway construction and maintenance;  
Good knowledge of the geographic area of Broome County and history of weather and storm locations;  
Working knowledge of the theory and practice of budgets and financial keeping;

**GENERAL HIGHWAY SUPERVISOR-cont'd**

Ability to plan, organize and direct the work of others;  
Ability to communicate effectively both orally and in writing;  
Ability to read and interpret sketches, blueprints, plans and specifications;  
Ability to make basic arithmetic computations;  
Ability to supervise the work of others;  
Ability to understand and follow complex 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 use and operate a variety of hand and power tools as well as both self-propelled and stationary mechanized equipment;  
Willingness to respond to emergencies and work overtime;  
Willingness to travel roads during storm conditions;  
Resourcefulness;  
Good judgement;  
Dependability;  
Initiative.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and ten years of experience in the construction and/or maintenance of highways in such areas as drainage, earthwork, paving, surface treatment and shoulder stabilization, three years of which must have been in a supervisory capacity.

NOTE: Education beyond high school at a regionally accredited or New York State registered college or university in engineering, engineering technology or a closely related field may be substituted for the non-supervisory experience on a year for year basis.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Commercial Driver's License (CDL)