

## HIGHWAY CREW SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for supervising the work of a crew composed of Motor Equipment Operators and Laborers engaged in the maintenance, repair and construction of highways, bridges and adjacent areas. The work involves exposure to all kinds of weather conditions. The position may involve participating in highway maintenance activities of a physical nature including the operation of highway construction and motorized equipment. The work is performed under the general supervision of the General Highway Supervisor or other higher level supervisor with leeway allowed for the exercise of independent judgements regarding the activities of the crew. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Schedules work projects and makes individual work assignments to crew members based on priorities set by others as well as 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 and schedules;

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

Operates a pick-up truck to transport personnel and equipment to job site;

Patrols and inspects highway and adjacent areas within geographical area to determine condition and maintenance needs;

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 repair, maintenance and construction of highways, bridges and adjacent areas;

Good knowledge of snow and ice control activities;

Good knowledge of safety precautions used in highway and bridge repair, maintenance and construction as well as 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 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 judgement;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and two years of experience in the maintenance and repair of roads and bridges in areas such as earthwork, shoulder stabilization, surface treatment, paving and drainage.

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

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COMPETITIVE