

ROAD CONSTRUCTION SUPERVISOR I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising work crews assigned to maintenance and snow control operations on county highways, roads, parks and bridges and for completing assignments as efficiently and safely as possible. Work is performed in accordance with established policies and procedures and involves planning, directing and assigning work crews to a wide variety of work. In addition, individuals in this class may be responsible for inspecting construction under permits, and/or supervising work crews on parts of highway construction projects. Work is performed under the general supervision of a Road Construction Supervisor of higher rank. Work is reviewed through inspection and reports. Direct supervision is exercised over the work of equipment operators and skilled and unskilled laborers and other subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and assigns work crews and participates in a variety of highway maintenance and repair projects including, but not limited to, cleaning, patching and oiling roads; ditching; cleaning culverts, driveway pipes, catch basins and storm drains; mowing and removal of roadside brush, grass and weeds; digging ditches; installing pipes; setting, painting and repairing guide rails, posts and fences; clearing roadways of limbs and dead animals, and grading and re-grading shoulders;

Plans, assigns work crews and participates in maintenance and repair of bridges including, but not limited to, painting structural steel and bridge railings; replacing deteriorated concrete decks and curbs; resurfacing road area;

Assigns and supervises the maintenance of parks and recreation areas and equipment;

Calls crew after regular working hours in emergency situations;

Directs a crew and participates in snow and ice removal and control operations;

Supervises the technical aspects of signing and marking County roads in compliance with New York State Manual of Uniform Traffic Control Devices;

Appears and participates in legal proceedings to provide information regarding County road signage;

Makes frequent inspections of highways and bridges in district to determine maintenance needs of surfaces, shoulders, drainage facilities, dangerous trees and road signs;

Investigates traffic accidents as assigned and maintains control over traffic during clearance operations including the lay out of detours and appropriate signs;

Inspects road conditions in winter and orders work crews to snow and ice removal operations;

Prepares reports and maintains records including, but not limited to, time cards, employee attendance, activity records, inventory and material costs;

Ensures that safety precautions for employees and public are exercised and adhered to at all times;

Operates NYS Class B vehicles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of road construction, maintenance and repair methods; thorough knowledge of construction equipment, material and techniques; ability to plan and coordinate the work of a road and/or bridge maintenance crew; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional - Candidates must be permanently employed in the non-competitive or competitive class in the Chautauqua County Department of Public Facilities and must have served continuously on a permanent basis for two (2) years as Carpenter, Motor Equipment Operator, Truck Driver, Airport Maintenance Mechanic or Skilled Road Maintainer.

Open Competitive - Graduation from high school or possession of a high school equivalency diploma and six (6) years of progressively responsible experience in the construction or resurfacing of roads or bridges, two of which must have been in a supervisory capacity.

ADDITIONAL REQUIREMENTS: Possession of a NYS Class B CDL with air brakes certification at time of appointment and during service in this classification.