

## ROAD SECTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising the construction and maintenance of County roads, guiderails, bridges and drainage structures throughout the County. Duties are performed under the general supervision of the Department of Public Works Operations Manager. Supervision is exercised over the work of subordinate employees involved in highway maintenance work with leeway allowed for the use of independent judgement in carrying out the details of the work. Direct supervision is exercised over Assistant Road Section Supervisors, Commercial Drivers, Welders, Bridge Construction Workers, Laborer IIs and Laborers. A Road Section Supervisor does related work as required.

### TYPICAL WORK ACTIVITIES:

- Patrols assigned roads to determine winter road conditions;
- Calls out crews for snow and ice removal;
- Inspects roads after plowing and sanding;
- Maintains a stockpile of sand and salt at highway garage;
- Administers personnel procedures for subordinates, including employee evaluation and discipline, scheduling vacation and personal leave, monitoring sick leave use and participating in applicant interviews;
- Supervises the construction, reconstruction and maintenance of county roads in their assigned area and inspects work in progress;
- Determines supplies needed for each project and order as required;
- Lays out materials and supervises the work of crew members;
- Explains road maintenance activities to property owners;
- Verifies and authorizes crew member time records;
- Oversees the installation and repair of roadside guiderails;
- Maintains inventory of materials needed for repairs and to be used on projects and keeps record of materials ordered, received, stored, used and issued;
- Calculates and computes estimates for scheduled projects;
- Assists the Operations Manager with the gathering of information for the development and oversight of appropriate budgets;
- Supervises tree cutting and brush removal;
- Maintains and periodically reviews the department Policy and Procedures Manual;
- Participates with subordinates in the operation of various equipment and manual tasks associated with road construction and maintenance;
- May perform basic surveying tasks including leveling minor construction layouts and executing surveys for construction activities;
- May perform routine maintenance on equipment.

#### ***Incumbents assigned to supervise the bridge and guiderail crew:***

- Assists with the inspection of all drainage structures to determine what repairs are needed;
- Directs placement and driving of steel sheet and piling for bridge headwalls, abutment and wings;
- Reads and interprets blueprints and DOT standard design manuals to determine types and quantity of materials needed for guiderail installation or repair;

- Operates forklift while loading and unloading materials;
- Operates post driver in the process of installing guiderail systems;
- May perform fabrication or welding of bridge structural steel;
- May perform concrete and grouting work associated with construction activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of tools, terminology and practices of bridge construction, guiderail installation, and road construction and maintenance. Thorough knowledge of safety procedures and precautions associated with tools, equipment, materials and techniques of road construction and maintenance; good knowledge of winter snow and ice removal procedure; ability to read and interpret roadway drawings, plans and specifications, survey notes and related maps; ability to plan and supervise the work of others; ability to understand and explain written material to subordinates; ability to carry out oral and written instructions; manual dexterity; mechanical aptitude, mathematical aptitude, ability to maintain employee time records and materials inventory; ability to work outdoors year round; dependability, drive an automobile and/or commercial vehicle; courtesy to the public.

**MINIMUM QUALIFICATIONS:** High School graduation or possession of a high school equivalency diploma and either:

- A) Possession of at least an Associate Degree in Construction, Surveying, Building Technology or related field (degree must have included successful completion of a course involving the use of survey techniques and equipment) AND four (4) years of bridge maintenance or construction or highway maintenance or construction experience participating in road construction or maintenance activities, three (3) years of which must have been in a supervisory capacity.

OR

- B) Six (6) years of bridge maintenance or construction or highway maintenance or construction experience participating in road construction or maintenance activities, three (3) years of which must have been in a supervisory capacity.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

***SPECIAL REQUIREMENT:*** At time of appointment, and thereafter, must possess and maintain a valid Class A or Class B Commercial Driver's License to operate a motor vehicle in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

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