

SECTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for coordinating and supervising a number of crews and their related highway construction and maintenance equipment in reconstructing, resurfacing or performing general maintenance work on county highways within an assigned area. The incumbent exercises supervision through Road Maintenance Leaders. The work is performed under general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises, through subordinate work leaders, labor crews engaged in reconstruction, repair or resurfacing of county highways;

Inspects highways in assigned section to determine maintenance needs of surfaces, shoulders and drainage facilities, and assigns employees to make such repairs as can be made immediately;

Confers daily with supervisor, concerning maintenance schedule;

Checks daily with various maintenance crews to ensure that work is proceeding according to plan and to resolve any problems that may have arisen;

Requisitions gravel, sand and other materials for road building and snow and ice control;

Supervises snow removal, sanding of roads and the erection of snow fences;

Supervises the asphaltic patching of roads and the clearing of road rights of way and general grass mowing;

Instructs road crews in use of road building equipment.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of methods, operating rules, and equipment of road maintenance; good knowledge of types and uses of public works equipment related to highway reconstruction and maintenance operations; good knowledge of the operating characteristics of public works equipment; good knowledge of the maintenance and repair characteristics of the road network within the county; ability to plan, assign and supervise the work of large labor forces; ability to follow oral and written directions; ability to get along well with others; ability to keep records and make reports; initiative; resourcefulness; tact; courtesy; physical condition commensurate to the demands of the position.

Minimum Qualifications: Five (5) years of experience in highway construction or maintenance, at least two (2) of which must have been in a supervisory capacity.

Special Note: In accordance with Federal Highway Administration (HWA) 49CFR382, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment

ULSTER COUNTY
5910 SECT SUPV
Classification: Competitive
Union: UCSA
MGT

Revised: December 22, 2003