

**DESCRIPTION:** Under general supervision, coordinates a wide variety of activities to maintain and preserve highways, shoulders, roadside areas, structures, and broad pavement surfaces and related markings/signs in safe condition within an assigned area of operations. Supervises the activities of one or more crew chief positions and assigned maintenance employees to obtain maximum production while maintaining high standards of quality; and ensures safety procedures and standards are followed and work is conducted in a safe manner; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the fourth classification level and first supervisory level of the Highway Maintenance class series. Positions at this level focus on directing day-to-day maintenance and repair activities performed by assigned employees within established work policies and standards, and available resources. The supervisory duties include, but are not limited to: (1) providing documentation to support corrective and disciplinary actions, (2) signing employee performance plans and evaluations, (3) addressing informal grievances or formal grievances at the first step, and (4) starting the hiring process, participating in employment interviews, and recommending hires, transfers, or promotions. Positions perform work and possess the knowledge, skills, abilities, and other attributes expected of lower levels of the series; but the paramount and preponderant work at this level are the supervisory responsibilities. May perform or supervise, as needed, other maintenance, manual, or specialized tasks pertinent to agency operations.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, directs, and coordinates highway maintenance operations within an assigned area; arranges for and coordinates emergency maintenance responses and activities.

Assigns and supervises work activities and monitors work of assigned crew chiefs and other maintenance employees to achieve work objectives and priorities and complete assignments and to balance workloads and leave schedules.

Trains, guides, and counsels assigned crew chiefs and other maintenance employees to develop their performance capacities and ensure consistent application of policies, procedures, and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and employee performance, to recommend personnel actions, and to record/document assessments made.

Inspects highways for roadway and drainage structure conditions, needed maintenance, and results of completed work within an assigned area.

Provides guidance and assistance to assigned employees on difficult maintenance problems.

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Directs the maintenance of vehicles and equipment assigned to the area; operates various vehicles and equipment as needed.

Prepares and maintains required operational/activity records and reports; directs assigned employees to complete time and other activity records; prepares and submits requisitions for materials and supplies.

Safely moves, drags, lifts, loads, and unloads equipment, materials, supplies and hazardous materials or objects from the roadway within weight restrictions; spreads and tamps surfacing materials.

Performs tasks performed by assigned employees, including the use of all types of agency equipment.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: highway maintenance and construction methods, tools, equipment, and materials, especially those used in the particular type of assigned work; highway maintenance motorized equipment including their operation and upkeep, and the repair of minor mechanical failure; State laws, agency policies, and rules pertaining to highway maintenance, motorized equipment operations and safety practices.

Ability to: identify roadway and structural conditions, hazards, and deterioration; plan and direct the work of assigned employees; render courteous services to the public; maintain a physical condition sufficient to withstand outdoor work under adverse weather conditions and long hours during emergencies; learn and apply basic supervisory techniques and state personnel rules and labor contracts; safely move, drag, lift 35 pounds frequently, up to 60 pounds occasionally (without assistance), and 90 or more pounds infrequently (with assistance); climb, bend, and stoop.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications.)

Must be at least 18 years of age, and possess a valid driver's license.

Possession is required of a Class A or B Commercial Drivers License with air brakes and tanker endorsements or ability to obtain one within 60 days of employment. Loss of licenses/endorsements may result in termination of the employee.

Experience in the maintenance of highways, roadsides, and other pavement surfaces and the operation of general and specialized equipment used to maintain and preserve these surfaces or to support these functions.

OR

Experience as an operational crew chief or work coordinator involving inspection and/or maintenance of highways, structures, or similar pavement surfaces.

**SPECIAL NOTES:**

Be able to respond during non-scheduled work hours including holidays and weekends for emergencies and special events. Work is performed in adverse weather conditions and traffic management activities including snow removal, sanding, de-icing, and traffic safety incidents. Positions require on-going travel over the State's highways. Regular and reliable attendance is required.

Must be able to be certified as a Highway Maintenance Worker Senior on date of employment.

Some positions may require specific certifications based on job requirements, e.g., flagging certification, pesticide applicator licenses.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).