

DESCRIPTION: Under administrative direction of one of the District Operations and Maintenance Managers; coordinates activities, plans schedules, and supervises assigned field based supervisors and operational employees; oversees and monitors maintenance, preservation, and use of infrastructure such as highways, shoulders and right of ways, roadside areas, NDOR facilities, and bridges and structures, landscaping, and environmental protection, to ensure their proper conditions and quality and the safety of the traveling public and commercial carriers; performs related work as assigned.

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

This is the fifth full performance and second supervisory classification level of the Highway Maintenance class series. Positions at this level focus on managing short-term operational planning and on-going maintenance and repair operations and activities performed within a specific geographic area of a Department of Roads (NDOR) field District. Supervises several first-line supervisors and indirectly numerous other technical/maintenance employees. Supervisory duties must include: (1) documenting corrective and disciplinary actions, (2) preparing and signing employee performance plans and evaluations, (3) addressing grievances related to management decisions and actions, and (4) initiating the hiring process, participating in applicant interviews, and recommending hires, transfers, or promotions to senior District management. Serves as the liaison between operational employees and the District based senior managers and central offices.

Positions may perform work and apply the knowledge, skills, abilities, and other attributes expected of lower level classes of the series; but the paramount and preponderant work at this level are the second-line supervisory and administrative responsibilities assigned.

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.)

Manages assigned supervisors and other operational employees to include assigning, reviewing, and evaluating their work, participating in decision-making and coordinating actions related to staffing, training, and employee-management relations, and determining daily work goals and priorities.

Directs maintenance and repair operations relative to highways and other infrastructure, equipment and vehicles, buildings and yards, and other fixed assets; determines safety hazards and practices, to ensure their proper use and upkeep and the safety of agency employees and traveling public.

Develops operational plans and schedules, and organizes various work functions to handle on-going maintenance, repair, and safety activities, and emergencies and other special events or other incidents.

Examines past expenditures, workload estimates, and equipment-material needs and develops recommendations for operating and capital budgets, for the assigned geographic area.

Inspects local incidents and weather, determines safety hazards, and reports these conditions and recommends responses to senior District management; conducts periodic inspections of work sites and completed work.

Serves as liaison on property use within the assigned area, approves/denies or recommends driveway, utility, and highway signing permits and oversees property usage.

V85135 - HIGHWAY MAINTENANCE SUPERINTENDENT (continued)

Reviews bids and compares to scope of work, equipment, and materials specifications; monitors operational maintenance and repair contracts and services rendered.

Coordinates on-going operational activities and exceptional events/emergency responses with other maintenance superintendents/supervisors, senior District management, project managers and contractors, other agency employees, and officials of law enforcement agencies, railroad commercial carriers, and local jurisdictions.

Prepares or reviews and approves operational, personnel, procurement, and other administrative reports, records, and requests such as work activity logs, employee time sheets and leave requests, purchase requisitions and expenditure reimbursements, and vehicle, equipment and, material inventory reports; authorizes and processes payments for services and materials.

Authorizes and supervises the use of NDOR Intelligent Transportation Systems Components such as programmable message boards, video cameras, remote weather stations, automated anti-icing systems; oversees and monitors area road conditions and related reports (e.g., 511).

Serves as incident commander for emergency activities for the appropriate emergency functions of the State Emergency Operation plan, the NDOR Emergency Operations plan and the District Emergency Operations Plan.

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

Knowledge of: basic engineering and construction terminology and practices; highway, bridge, and other surface/structural maintenance and repair methods and materials; inspection practices; general project management practices; proper operation and upkeep of assigned equipment, machinery, and vehicles; snow removal and ice control methods and materials; acceptable and noxious roadside vegetation and plants and proper management techniques; NDOR, State, and federal requirements pertinent to the development and administration of maintenance and repair contracts-agreements; safety practices pertinent to using hazardous/toxic materials and light-heavy vehicles and machinery; operate office and communication equipment including base/mobile radios; NDOR tracking, record keeping, and reporting logs, forms, and systems.

Ability to: plan, organize, schedule, and coordinate the work of others; direct maintenance and repair operations adhering to plans and budgets; forecast material and labor needs and prepare expenditure and budgetary estimates; analyze immediate maintenance and repair situations, determine resources needed, and implement appropriate responses; interact with and guide, motivate, and control assigned workers; evaluate conditions and malfunctions of and determine feasibility of servicing equipment and vehicles; interpret and apply work policies and directives to resolve personnel and operational problems; calculate cost estimates and other figures using arithmetical computations.

Skill in: using personal computers and software applications to record, monitor, and report operational data.

V85135 - HIGHWAY MAINTENANCE SUPERINTENDENT (continued)

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

Experience in construction or maintenance work involving highways or streets, and experience supervising employees or managing (such as overseeing or inspecting) the work of others performing this kind of work.

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

SPECIAL NOTES:

Be able to be placed on-call 24/7 and respond accordingly during non-scheduled work hours for emergencies and special events involving extreme weather conditions and traffic management activities such as snow removal, sanding, and de-icing, and traffic accidents. Serve as a first responder for the NDOR when necessary.

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

Possession is required of a Class A or B Commercial Drivers License with air brakes and tanker endorsements. Loss of licenses may result in termination of the incumbents.

Some positions may require specific certifications based on job requirements.

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).