

Jurisdictional Class: Competitive  
Adopted: May 30, 2008  
Revised: May 19, 2010

**HIGHWAY CONSTRUCTION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important supervisory work involving responsibility for the establishment of safe work zones and the efficient performance of assigned duties in varied phases of highway construction and maintenance operations. The work is carried out in accordance with New York State Department of Transportation (NYSDOT) Standard Construction Specifications, the Federal Highway Administration (FHWA), and the NYSDOT Manuals of Uniform Traffic Control Devices (MUTCD) work zone requirements and established departmental policies and procedures. Work is performed independently with significant leeway permitted in exercising independent judgment and carrying out details of the work. Direct supervision is exercised over the work of MEO-I, MEO-II and MEO-III equipment operators. The incumbent does related work as required and reports to the Highway Superintendent.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Supervises the daily activities of work crews and provides direction for the proper procedures for various highway and bridge construction, repair, and maintenance projects;
- Supervises highway construction and/or reconstruction projects, bridge construction, repair and maintenance, paving operations, guiderail repair and installation, installation of closed drainage systems, ditching operations, shoulder cutting and shoulder installation, and makes independent judgments on techniques and procedures to complete assignments;
- In conjunction with the Highway Superintendent, assists in planning and identifying construction, repair, and maintenance requirements for 360 miles of roadway and 104 bridges comprising the highway system and participates in the development and prioritization of annual work plans and schedules;
- Oversees contractor applied pavement surface treatments such as micro-surfacing, chip sealing, nova chip, crack sealing, etc., ensuring compliance with construction standards and coordinates county supplied equipment, personnel, and materials participating in the work;
- Sets up various work zones ensuring full compliance with safety requirements including identifying the type and placement of advanced warning signs, positioning of flagging personnel, coordination of under f facilities protection requirements, and instruction on the location of potential utility hazards to equipment operators, and conducts required pre-construction survey for overhead electrical hazards with the local electric utility company;
- Supervises snow removal and ice control work, patrols roadways for icing conditions, dispatches crew personnel as deemed necessary, determines the appropriate deicing materials to be used in various conditions, coordinates with the various emergency service organizations and other municipalities as required and makes independent decisions to determine when conditions warrant the termination of response activities to the snow and ice event;
- Conducts road patrols identifying areas and items of non-conformance with standards;
- Responds to after-hour call-outs making decisions to the degree of the hazard to the traveling public and level of immediate response needed for corrective action;
- Prepares written records for payroll purposes, work accountability, equipment use and road history files;
- Conducts equipment training for equipment operators at various skill levels and may occasionally operate various vehicle and construction equipment.

## Highway Construction Supervisor

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Thorough knowledge of current New York State Department of Transportation (NYSDOT) Standard Construction Specifications, modern road construction and maintenance methods and procedures;  
Thorough knowledge of Federal Highway Administration and NYSDOT Manuals of Uniform Traffic Control Devices work zone safety requirements, procedures, and terminology used in road and bridge construction and maintenance;  
Good knowledge of the equipment, materials, and tools used in road and bridge construction and maintenance;  
Good knowledge of procedures for snow removal and ice control including appropriate temperatures for specific deicing and abrasive application;  
Knowledge of laser grade control equipment;  
Ability to comprehend and interpret sketches, blueprints, and related road construction and maintenance plans;  
Ability to organize and supervise the work of others;  
Ability to understand and carry out complex oral and written directions;  
Ability to prepare reports and records;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college, university or technical school with an Associate's Degree in engineering or construction technology and four (4) years of experience in municipal road construction, repair, and maintenance operations; one (1) year of which shall have been in a supervisory capacity; or
- (b) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in municipal road construction, repair, and maintenance operations; one (1) year of which shall have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above but no substitution can be made for the one (1) year of supervisory municipal experience.

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.