

## **HIGHWAY WORKING SUPERVISOR**

**JOB CODE:** 7418  
**DEPARTMENT:** Tioga County Department of Public Works  
**CLASSIFICATION:** PJC  
**SALARY GRADE:** CSEA-Public Works  
**ADOPTED:** Resolution 159-22, effective 6/22 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the efficient and economical use of employees, materials, and equipment associated with a County road maintenance construction project. Work is performed under the general supervision of the Commissioner and or Deputy Commissioner of Public Works. The incumbent is permitted considerable leeway in carrying out the details of the work and projects are reviewed by inspection and through reports. General supervision is exercised over the work of Heavy Equipment Operator and Motor Equipment Operator crews. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Supervises various road maintenance projects as assigned by either the Commissioner or Deputy Commissioner of Public Works;
- Assists with planning maintenance schedules and determining workloads;
- Determines the use and distribution of materials, supplies, and equipment used in the maintenance, construction and repair of County highways, bridges, and roads;
- Conducts onsite reviews of work projects to ensure safety and compliance;
- Leads and participates in the operation of all equipment used in the construction and maintenance of highways, bridges, and related public works projects;
- Provides reports and advises the Commissioner and or Deputy Commissioner regarding the materials and equipment needed for construction and maintenance projects;
- Performs annual employee evaluations of staff within Heavy and Motor Equipment Operator classifications;
- Communicates County policies to residents, answers questions about highway operations and responds to complaints;
- As needed, will be required to operate all levels of departmental equipment and machinery.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of the operation and maintenance of a variety of heavy or specialized equipment; thorough knowledge of road maintenance and construction; thorough knowledge of area geography; thorough knowledge of safety procedures in the use of heavy equipment and motor equipment; ability to understand and carry out complex oral and written instructions; ability to lead and supervise the work of others; ability to read and understand assigned equipment operational and servicing information; ability to solve operating problems as they occur in the field; ability to secure the cooperation of others; mechanical aptitude; willingness to respond to emergencies and work under adverse weather conditions; initiative and resourcefulness; leadership; dependability; good judgment; physical condition commensurate with the demands of the position.

**Tools & Equipment Used:** Operates track type excavators, tractors, bulldozers, graders, pavers, backhoes, road wideners, sweepers, stone spreader, loaders, tractor trailer trucks, a variety of hand tools such as shovels, picks, axes, chain saws and rakes.

### **MINIMUM QUALIFICATIONS (Open Competitive):** Either

- a. Graduation from high school or possession of an equivalency diploma and three (3) years of full-time work experience or its part-time equivalent in facilities maintenance, building construction, or closely related field; **OR**
- b. Five (5) years of full-time experience or its part-time equivalent as described above.

**Promotional:** Currently employed with a minimum of six (6) months of permanent status within the Tioga County Department of Public Works.

**Special Requirement:** Possession of appropriate level New York State commercial driver's license at the time of appointment and continuously during employment to perform duties occurring during the normal course of work.