

ROADWAY CONSTRUCTION SUPERVISOR

Department: Public Works
Classification: Competitive
Specification Number: 3620
Approved: 1/3/24
Revised: 2/22/24 by JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from high school or possession of a high school equivalency diploma and four years of experience in highway maintenance or construction work, one (1) year of which must have been in a supervisory capacity.

NOTE: Additional experience, as defined above, may be substituted for education on a year-for-year basis, up to a maximum of four (4) years.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title supervises work crews engaged in road construction, road repair, drainage installation and related public works construction projects. The incumbent is responsible for determining efficient methods and procedures to be utilized and for overseeing the construction until completion. The employee is required to make on-site decisions and changes when warranted and is responsible for the quality of the completed project. Supervision is exercised over equipment operators, tradesmen and laborers. Supervision is received directly from the Deputy Commissioner. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises the construction, reconstruction and repair of roads and drainage systems;
Selects proper equipment and construction methods to be utilized;
Obtains construction plans and specifications and estimates materials required;
Submits requisitions for personnel, equipment and materials and schedules and coordinates their use;
Supervises the restoration of job sites, sidewalks curbs, seeding and planting as required;
Supervises crews in salting and sanding roads during snow storms and ice emergencies;
Maintains accurate records and prepares reports on activities;
Confers with supervisor as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles, methods materials and equipment used in roadway and drainage system construction and repair; good knowledge of the occupational hazards inherent in construction work and the safety precautions which must be taken; ability to understand and interpret technical plans; ability to maintain accurate records and prepare comprehensive reports; ability to supervise subordinates in a manner conducive to full performance and high morale; ability to understand oral and written instructions; physical condition commensurate with the demands of the position.