

Department: Public Works - Highway Division
Classification: Competitive
Grade: 14

SPEC DISK C1
DOCUMENT 19-1

PUBLIC WORKS MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and economical use of employees, materials and equipment in maintenance and construction activities in the Public Works system. The work is performed under the general direction of the Superintendent of Public Works permitting considerable leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of equipment operators and laborers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates and supervises the activities of Public Works crews and the use of materials and equipment in the maintenance of roads and bridges;
Supervises snow removal and ice control activities on roads;
Coordinates the use and distribution of equipment between the various Public Works projects;
Oversees and participates in new Public Works construction work;
Assists in planning maintenance schedules and work loads;
Reports to and confers with the Superintendent of Public Works and/or his Deputy regarding equipment necessary for construction and maintenance projects;
Supervises and participates in the preparation and maintenance of activities, costs and progress reports and records;
Operates various types of road construction and maintenance equipment as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern Public Works construction and maintenance methods and procedures; thorough knowledge of the equipment materials, tools, terminology and safety precautions used in Public Works maintenance and in snow removal and ice control; ability to read and understand sketches, blueprints and related Public Work construction and maintenance plans; ability to plan, organize and supervise the work of others; ability to solve operating problems as they occur in the field; ability to secure the cooperation of others; ability to prepare and maintain activity costs and progress records and reports; dependability; initiative and resourcefulness; leadership, good judgment, tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four years of experience in the construction and maintenance of Public Works projects.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for an appropriate New York State Driver's License.

Amended: October 19, 1994