

Highway Crew Supervisor (Promotional) Tompkins County

Department: Highway
Classification: Competitive
Labor Grade: Blue Collar grade 12
Approved: 01/01/1969
Revised: 11/75;5/91; 6/00; 9/00; 12/16; 4/18; 4/23
By: RP, Commissioner of Human Resources

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

Admission to this departmental promotion examination will be limited to current employees of the Tompkins County Highway Department. Applicants must currently hold, and have held continuously either:

1. Two years of permanent non-competitive class status in the titles of Heavy Equipment Operator, Bridge Mechanic, or welder. **OR**
2. Two years permanent non-competitive class status in the title of Motor Equipment Operator and four years of experience involved in the construction and maintenance of highways, bridges and agriculture operations in such areas as drainage, concrete repair, guide railing, earthwork, paving, surface treatment, shoulder and embankment stabilization; including two years of which must be supervisory experience. In accordance with section 52-12 of civil service law, an open-competitive examination is being held in conjunction with this departmental promotion examination admitting non-competitive class employees. **OR**
3. Any combination of training and experience equal to or greater than that described above and approved by the Commissioner of Human Resources.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

Possession of a valid New York State CDL Class A or B license and with no Air Brakes restrictions and with a Tank Endorsement (N) is required at the time of application.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for supervising the work of highway crew(s) composed of Heavy Equipment Operators, Motor Equipment Operators, Sign Mechanics, Welders, and Laborers engaged in the maintenance of highways, bridges and adjacent areas and participating in highway maintenance activities of a physical nature including the operation of highway construction and motorized equipment. The work involves exposure to all kinds of weather conditions. The work is performed under the general supervision of the Senior Highway Crew Supervisor, Deputy Highway Director or Highway Director. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Makes individual work assignments to crew member based on priorities set by others and the abilities of individual crewmembers;
- Orally instructs crewmembers in the activities and tasks to be performed and answers their questions concerning work procedures;
- Provides and explains work order or documentation and any attached plans or instructions;

- Observes work in progress and that which is completed to insure adherence to instructions, guidelines and schedules;
- Maintains written records of work performed and materials and labor used;
- Operates a variety of road, building and construction equipment included rollers, tractors, loaders, sweepers, trucks, sanders, snow plows, bulldozers, pavers;
- Patrols and inspects highway and adjacent areas within geographical area to determine condition and maintenance needs as assigned or in compliance with work order guidelines;
- Supervises and participates in snow and ice control activities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of methods, materials, tools and terminology used in the construction and maintenance of bridges, roads and adjacent area, including snow and ice control;
- Good knowledge of safety precautions used in highway and bridge construction and maintenance ;
- Ability to read and interpret plans and specifications;
- Ability to supervise the work of others;
- Ability to understand and follow oral and written instructions;
- Ability to give clear and concise oral instructions;
- Ability to prepare written reports of materials, equipment and labor used;
- Ability to maintain composure in high stress situations.
- Ability to make arithmetic computations involving counting, addition, subtraction, division, multiplication, fractions, and basic algebra;
- Ability to use and operate a variety of hand and power tools and both self-propelled and stationary mechanized equipment;
- Willingness to work in adverse weather;
- Willingness to respond to emergencies and work overtime;
- Dependability;
- Initiative;
- Resourcefulness;
- Good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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