

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: SENIOR ROAD CREW SUPERVISOR
DEPARTMENT: GENERAL SERVICES **DATE: 2/24**
REPORTS TO: ASSISTANT HIGHWAY AND UTILITIES SUPERINTENDENT

JOB SUMMARY:

Supervises and directs subordinates in the work of maintaining safe roadways for the use of the general public and the citizens of the City of Concord. Also Supervises activities of a crew engaged in a variety of projects involving the construction, maintenance and repair of the City's sign and pavement marking system.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning and directing work.

Directs the maintenance of the City's sign and pavement marking system, which includes repairing and maintaining existing regulatory, traffic and parking signs, constructing and setting new signs that are required by ordinance, maintain all traffic markings for the roads and parking spaces for Parking Enforcement Department. Repair and maintain the barricade inventory for all City Departments. Repair and replace all mailboxes damaged during snow removal operations. Maintain the Traffic Maintenance Shop.

Supervises the installation, maintenance, repairs of Right of Way signs, pavement markings and mail box repairs.

Oversees the maintenance and repairs of the small engine equipment like paint machines, plate compactors, rollers and jumping jack compactors.

Answers citizen inquiries, verifies complaints and problems received, and returns phone calls to citizens. Reviews, investigates, and responds to complaints from the general public regarding signs and mailboxes and pavement markings within the public right of way, and provides solutions as possible.

Coordinates daily work schedules for employees; reviews project schedules and adjusts as necessary.

Verifies sites through Dig-Safe program.

The lead Supervisor for the full crew plowing operations, salting, sanding, downtown snow removal and sidewalk plowing.

Supervises curb side leaf removal.

Patrols roadway looking for problems; finds ways in which to prevent potential road hazards; checks drainage, curbs, sidewalks, sight distance, and pavement conditions.

Oversees the preparation of signs and barricades for parades and other special events.

Assists management in performing walking estimates on various projects; measures roads for resurfacing estimates; measures drainage jobs, sidewalks, and curbs for estimates.

Inspects the work performed by city crews; monitors work methods to ensure safety at all times; re-inspects completed job sites to ensure that they are operating properly; checks and reports on work performed by outside contractors to Highway Systems Supervisor and Superintendent.

Completes required forms and paperwork, and prepares work program and reports work progress periodically.

Maintains the sign, pavement marking and drainage maintenance systems on an iPad so they can be uploaded in the City's GIS system.

Part of an on-call rotation of all Supervisors in the Division.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicle	Calculator	Dump Truck	Paint Machines
Hand Tools	Hydraulic Tools	Mechanical Tools	Power Tools
Camera			

Modern Office Equipment, including but not limited to: desk phone, cell phone, computers and software, 2-way radios, fax machine, copiers and printers

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

One-year certificate from college or technical school and four to six years of progressively responsible related experience or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement or the ability to obtain within 6 months

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Road and infrastructure construction techniques, materials, and guidelines.

Record keeping, report preparation, filing methods, and records management techniques.

Standard business arithmetic, including percentages and decimals.

Basic budgetary principles and practices.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Basic supervisory practices and training

Manual on Uniform Traffic Control Devices

Federal regulations on mailbox installations.

Code of ordinances as they relate to traffic control and parking.

Occupational Hazards and safety precautions specifically night work zone safety.

Skill in:

Standard tools, equipment, methods, practices, and materials applicable to the trade.
Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Painting and marking of streets and pavement

Mental and Physical Abilities to:

Read and interpret documents such as blue prints, safety rules, operation and maintenance instructions, and procedure manuals.

Speak effectively before groups of employees.

Write routine reports and correspondence.

Deal with problems involving several concrete variables in standardized situations.

Interpret a variety of instructions in written, oral, diagram, or schedule form.

Perform duties while sitting at a desk or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Give directions and gain compliance from assigned employees.

Take and follow directions from supervisor.

Perform strenuous and routine work.

Deal courteously and diplomatically with the general public.

While performing the essential functions of this job the employee is occasionally required to exert force, lift and/or move up to 100 pounds.

While performing essential functions of this job, employee may be regularly expected to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and frequently lift and/or move 65 pounds.

Specific vision abilities required for this job include: close vision, distance vision, ability to discriminate between colors, peripheral vision, depth vision, and ability to adjust focus.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

Work is performed in a very noisy place.

The employee may be exposed to dust, dirt, grease, irritating chemicals, contagious or infectious diseases, and machinery with moving parts.

The work requires the use of protective devices such as masks, goggles, hard hats, safety vests, safety boots or gloves.

While performing essential functions of this position, employee may be regularly exposed to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock.

The incumbent's working conditions can be typically very loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.