

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: HIGHWAY SYSTEMS SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: HIGHWAY AND UTILITIES DIVISION SUPERINTENDENT

JOB CODE: 2251
DATE: 2/08

JOB SUMMARY:

Supervises and coordinates activities of crews engaged in various public works projects involving the maintenance and repair of city streets, sidewalks, and bridges.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, and evaluates daily operations of assigned unit to include scheduling and specifying equipment and manpower.

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

Plans, allocates, and monitors time, people, equipment, and other resources for highways division to ensure efficient organization and completion of work.

Confers with upper management to keep them informed on key issues and progress toward objectives, to gain support and approval, and to make recommendations to assist with making needed improvements.

Develops, communicates, and monitors policies, procedures, and standards for the division; recommends improvement when necessary; ensures that quality standards and compliance with regulations are maintained.

Reviews, investigates, and responds to complaints from the general public regarding roadways and provides solutions as possible.

Maintains records on all traffic ordinances and traffic signs.

Monitors productivity/work flow and resolves problems to ensure that deadlines are met.

Provides information, advice, feedback, and/or assistance to others within division to refine work outputs or resolve problems.

Attends and participates in staff meetings; completes required forms and paperwork, prepares work program, and reports work progress periodically.

Assigns work schedules to ensure adequate personnel coverage at all times.

Performs the duties of the Highway and Utilities Superintendent in his or her absence.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

Motor Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and, six or more years of progressively responsible experience in street, bridge, and sidewalk and sewer maintenance work and the operation of related heavy

equipment; and, two to four years of experience in supervisory capacity; 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, materials, and equipment used in construction, maintenance, and repair of street surfaces, curbs, and drainage structures.

Hazards and safety precautions common to machinery and equipment required in street maintenance.

Principles of engineering as they apply to public works construction projects.

Principles of supervision, training, and performance evaluation.

City, state, and federal laws applicable to environmental health and sanitation codes.

Public works facilities construction practices and materials.

Street construction and repair methods.

Skill in:

Mathematical and analytical practices.

Mental and Physical Abilities to:

Read and interpret blueprints, work orders, and plans.

Organize, coordinate, and supervise the work of others, and to gain compliance from subordinates.

Establish and maintain effective working relationships with employees, the general public, and other departments/divisions.

Communicate effectively, both orally and in writing.

Prepare reports and maintain records.

Deal courteously and diplomatically with the general public.

Select, develop, organize, motivate, and effectively utilize staff.

Interpret, apply, establish, and implement rules, regulations, policies, and procedures.

Read construction plans and specifications.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light and heavy objects.

Working Conditions:

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

The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts.

Work requires the use of protective devices such as masks, goggles, or gloves.

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.