

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Skilled Craft
Revised: 02/08/11

DISTRICT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Highway Department and involves responsibility for the accurate and efficient completion of road and bridge maintenance and construction projects in one of the County's maintenance districts. This position differs from that of labor supervisor, because of increased work planning and supervisory responsibilities. The work is performed under general supervision in accordance with established policies and methods, but requires the exercise of independent judgment. Supervision is exercised over the work of several crews of maintenance personnel and motor equipment operators. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the operation of the County maintenance district;
Assigns construction and maintenance crews to work projects;
Assigns crew and equipment to snow and ice removal;
Inspects the work of road and bridge construction and repair crews;
Aids labor supervisor with difficult or unusual problems;
Makes reports of field operations;
May operate heavy motor equipment or other equipment required for the project;
Makes recommendations regarding purchase of equipment, scheduling of projects and manpower needs;
Consults with Civil Engineer, Highway Maintenance Supervisor, and Deputy Commissioners regarding department policy and projects;
Coordinates automotive and heavy equipment maintenance and repair activities with the Highway Maintenance Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the tools, terminology, practices and equipment used in the maintenance and construction of bridges and roads; good knowledge of the safety precautions necessary in construction and maintenance work; ability to plan and supervise the work of skilled and unskilled employees; ability to read and interpret plans and specifications; ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS: Either:

- A. Two (2) years of experience in bridge construction and maintenance activities; **OR**
- B. Four (4) years of experience in highway construction work.

NOTE: Verifiable part-time experience as described in (A) and/or (B) above will be pro-rated toward meeting full-time experience requirements.

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SPECIAL REQUIREMENTS:

1. Possession of a valid Commercial Driver's License Class B or higher without air brake restriction at time of application and for duration of appointment.
2. Possession of an OPP (one person plowing) Certification within one year of appointment and for duration of appointment.

Title change from "District Foreman": 12/12/95

Revised: 03/10/98, 03/20/01, 02/25/02, 10/09/07, 03/03/08, 02/08/11