

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Highway Maintenance Supervisor**

**Class Code: 80922**

**Pay Grade: GJ**

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### **A. Purpose:**

Directs the maintenance of state highway systems in an assigned geographical area and supervises highway maintenance units to ensure maintenance functions are cost-effective, achieved according to standards and policies, and justifiable. Responsible for oversight of their assigned area 24 hours a day to direct staff to assure public safety.

### **B. Distinguishing Feature:**

Highway Maintenance Supervisors determine, prioritize and assign work to designated highway maintenance units, and supervise.

Lead Highway Maintenance Workers coordinate and perform daily work activities and provide work direction to highway maintenance staff and seasonal employees and trusties.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Identifies, compiles, and evaluates ongoing maintenance needs to determine the extent of work in an assigned area using established pavement preservation and other agency guidelines.
  - a. Inspects roads, researches reports from maintenance units, determines maintenance needs, and decides work to be performed.
  - b. Prioritizes and schedules maintenance activities.
  - c. Determines the scope and cost of work and authorizes manpower, material, and equipment needs for each activity.
  - d. Inspects work in progress and after completion.
  - e. Administers maintenance contracts, reviews pay estimates, billings, and final paper work.
  - f. Prepares reports and final paper work.
  - g. Implements and evaluates new technologies and materials.
  - h. Assists in scoping highway improvement projects by providing roadway condition information and identifying maintenance issues;
  - i. Participates in pre-construction review for highway improvement projects;
  - j. Reviews project condition with engineering staff on highway improvement projects;
  - k. Maintains knowledge of environmental regulations as they apply to maintenance activities and methods.
  
2. Plans activities of assigned highway maintenance units to determine staffing, equipment, and materials needed to accomplish the work.
  - a. Schedules crews for daily, weekly, and special work.
  - b. Estimates and authorizes quantities of material.
  - c. Allots time needed to accomplish the work.
  - d. Procures and schedules equipment.
  - e. Coordinates with other areas to share manpower and equipment.
  - f. Monitors work in progress and costs.

3. Develops an annual maintenance plan and manpower needs assessment for an assigned geographical area to provide the Area Engineer with information for budget development.
  - a. Inspects the area to determine what work needs to be done and recommends types and quantities of materials.
  - b. Inspects facilities to determine repairs and enhancements.
  - c. Recommends work to be let to contract.
  - d. Recommends acquisition of fixed assets and capital improvements.
  - e. Recommends maintenance project priority.
4. Supervises subordinate staff to ensure the objectives of the work unit are met.
  - a. Interviews staff.
  - b. Provides training and work direction.
  - c. Approves leave requests and time sheets.
  - d. Addresses staff problems and determines disciplinary action.
  - e. Conducts performance appraisals and completes performance documents.
5. Maintains assigned facilities, equipment, and inventories.
  - a. Schedules repair and maintenance of shops, yards, rest areas, roadside parks, parking areas, and stockpile sites.
  - b. Maintains inventory levels by evaluating needs and ordering supplies.
  - c. Prepares and maintains appropriate paper work and reports.
6. Continually monitors weather conditions, forecasts, and roadway conditions to determine appropriate staff and resources to utilize during both routine and winter operations and extreme winter events.
  - a. Uses MDSS to determine staffing needs and appropriate response to winter conditions.
  - b. Monitors roadway conditions and enter into IRIS to provide updated conditions to 511 system.
  - c. Provides direction to staff on appropriate materials and rates.
  - d. Determines when conditions are unsafe and calls trucks off the road.
  - e. Works with law enforcement and other agencies on emergency operations.
7. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to an Area Engineer. Supervises Lead Highway Maintenance Workers and Highway Maintenance Workers.

**E. Challenges and Problems:**

Challenged to schedule maintenance activities around availability of manpower and equipment. This is challenging because of work adjustment requirements, weather changes which necessitate rescheduling, and equipment availability. Further challenged to project the extent and priority of future maintenance needs. This is difficult because it requires incumbents to predict a future condition from an existing one with several possible variables that may have an impact on the end result. Varying weather conditions requires crews to be available to report on weekends, holidays and at unusual times of day or night. This may also involve working long hours for an extended period.

Problems include equipment breakdowns, unfavorable weather and road conditions, and ensuring both full-time and temporary employees are fully trained and available.

#### **F. Decision-making Authority:**

Decides the priority and schedule of maintenance activities; materials, procedures, and man hours for each activity; when to activate employees for special weather and road conditions and emergencies; whether work has been accomplished according to standards; budget requests; necessary level of inventories; and recommends which activities to let to contract.

Decisions referred include approval of budget requests, maintenance repairs over a certain dollar amount, and additional staffing and equipment.

#### **G. Contact with Others:**

Contact with other staff to implement department policies and procedures governing maintenance work; contact with the public to respond to requests for information on department policies and to issue permits; with other maintenance crews to coordinate activities and resources; with highway construction staff for final inspection of highway projects; with landowners to address issues within the right of way; with contractors performing contract maintenance work and occasional contact with law enforcement personnel regarding accident damage, road hazards, and investigations; and with local government employees to coordinate shared work.

#### **H. Working Conditions:**

Works in a typical office environment, in adverse weather conditions, around heavy equipment and hazardous materials, and is exposed to high speed traffic and excessive noise.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- department policies and procedures pertaining to highway construction, maintenance, repair, and rehabilitation;
- occupational hazards and safety precautions related to road construction work;
- work zone safety, traffic signing and signals;
- use and application of various construction materials;
- environmental regulations;
- pavement preservation measures and guidelines;
- mathematics sufficient to calculate cost estimates, quantities, and time;
- purchasing procedures;
- personnel practices sufficient to supervise highway maintenance staff, seasonal employees, and trustees;
- weather conditions and the effect on roadway surfaces;
- computer applications including Microsoft Office products, MDSS, MDC, and IRIS;
- electronics to operate various equipment and devices.

Ability to:

- organize, schedule, and supervise employees performing manual, semi-skilled, and skilled tasks;
- read, understand and explain engineering plans, specifications, manuals, etc.;

- project, evaluate, and prioritize maintenance and repair needs;
- maintain manual and computerized records and prepare reports;
- implement, evaluate, and make recommendations on new maintenance materials, technologies, and procedures;
- work outdoors in all kinds of weather;
- lift and carry up to 75 pounds routinely;
- operate highway maintenance equipment;
- provide clear work direction and train staff;
- communicate effectively;
- supervise crews at multiple locations;
- utilize multiple computer applications.

**J. Licenses and Certificates:**

*(Used for announcement purposes only.)*

Incumbents must have a valid driver's license; and must have or obtain a valid commercial driver's license within thirty days of hire date to retain employment.