

## LANCASTER COUNTY MAINTENANCE SUPERVISOR

### NATURE OF WORK

This is responsible technical work supervising, training and participating in the road maintenance functions within Lancaster County.

Work involves responsibility for supervising, training and participating in all road maintenance activities within Lancaster County; including road maintenance and repair; bridge maintenance and repair; culvert installation and repair; snow removal operations; review of work performed by contractors in assigned district; and related functions. Work also involves receiving complaints from the public and initiating required corrective action; maintaining required district records; determining district maintenance requirements; and training subordinates in maintenance functions. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established departmental policies, rules, and regulations. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of maintenance efforts. Supervision is exercised over unskilled, semi-skilled and skilled subordinates.

### EXAMPLES OF WORK PERFORMED

Determine maintenance requirements within assigned area of responsibility; assign maintenance functions to subordinates; review work of subordinates while in progress and upon completion to ensure compliance with instructions.

Supervise all road maintenance activities within assigned area of responsibility including dragging, grading and re-graveling of roads; installation and removal of snow fence along right-of-ways; removal of trees and brush along roadsides; replacement of regulatory and warning traffic signs; and asphalt repair and patching; operate maintenance equipment as necessary.

Supervise all bridge maintenance and repair activities within assigned area of responsibility including replacement of bridge decks, planking, guard rails, hazard signs and related bridge components; determine required materials necessary for bridge maintenance and repair projects with engineering approval.

Review work performed by contractors and sub-contractors to ensure compliance with desired results; coordinate road work with other affected public agencies or individuals. Maintain records of ground compaction using equipment or having inspection staff perform testing.

Maintain required district records including amount of fuel, sand, salt, APEX, rock, and related materials used; review daily reports submitted by patrol operators; supervise equipment usage and maintenance.

Receive complaints from the public and initiate necessary corrective action. Use tracking software to manage concerns from the public and other internal departments. Use computer and/or tablets to communicate via email, complete forms, utilize GPS and look up weather.

### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of all phases of road and bridge maintenance and repair principles, practices and techniques.

Considerable knowledge of equipment requirements as they pertain to road and bridge maintenance and repair.

Considerable knowledge of the occupational hazards involved in road and bridge maintenance and repair and appropriate safety and precautionary measures required.

Ability to plan, assign, and coordinate the work of unskilled, semiskilled and skilled subordinates engaged in various phases of road and bridge maintenance and repair.

Ability to understand and follow technical instructions and specifications relating to assigned work.

Ability to communicate effectively both orally and in writing.

Ability to detect needed repairs and to make minor field repairs and adjustments to service equipment.

Ability to prepare reports and maintain records.

Ability to operate computer and/or tablets for communication and record keeping.

Ability to establish and maintain effective working relationships with supervisors, co-workers, subordinates, and the general public.

Skill in the operation of all maintenance equipment in a safe and efficient manner.

### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus four years of experience in the supervision of heavy-duty construction and maintenance equipment, and road and bridge maintenance with two years of experience operating equipment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

### NECESSARY SPECIAL REQUIREMENT

Employees must possess a valid driver's license.

Employees must possess and maintain a valid Nebraska Commercial Driver's License (CDL) and any applicable endorsements within 60 days.

Employees must possess and maintain a Highway Superintendent License within 12 months of hire.