

LANCASTER COUNTY
ASSISTANT MAINTENANCE SUPERVISOR

NATURE OF WORK

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

Work involves the responsibility for assisting in supervising and participating in road maintenance activities within Lancaster County including road maintenance and repair, bridge maintenance and repair, culvert installation and repair, and snow removal operations; reviewing work performed by contractors in assigned area; and performing related supervisory functions. Work also involves maintaining required records; training subordinates in unskilled and semi-skilled functions; and operating various types of equipment used in road and bridge construction and maintenance projects. An employee in this class may act in the capacity of Maintenance Supervisor in his/her absence. Supervision is received from the Maintenance Supervisor with work being reviewed while in progress or upon completion for compliance with instructions received. Supervision is exercised over unskilled and semi-skilled subordinates.

EXAMPLES OF WORK PERFORMED

Assist Maintenance Supervisor in supervising the work performed within an assigned area including determining necessary road maintenance and repair, bridge maintenance and repair, culvert installation and repair, and re-graveling projects; assist in supervising and monitoring snow removal operations, work performed by contractors, and related functions.

Act as the Maintenance Supervisor in his/her absence.

Supervise a crew of subordinates engaged in road maintenance and repair including grading and re-graveling of roads, installation and removal of snow fence along right-of-ways, removal of trees and brush along roadsides, and asphalt repair and patching.

Supervise a crew of subordinates engaged in bridge maintenance and repair including replacement of bridge decks, planking, guard rails, hazard signs and related bridge components.

Supervise a crew of subordinates engaged in taking traffic sign inventories, replacing and repairing regulatory and warning traffic signs and sign support structures; conduct traffic counts and related studies to determine the extent of usage of county roads.

Maintain required records; communicate using e-mail; train subordinates in unskilled and semi-skilled functions; operate various types of equipment used in road and bridge construction and maintenance projects.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

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

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

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 supervise the work of small groups of unskilled, semi-skilled, and skilled subordinates.

Ability to read, understand and carry out oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to maintain records and complete work performance reports.

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

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

Skill in the operation of tools and equipment used in road and bridge maintenance.

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

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and two years of experience in the operation of heavy-duty construction and maintenance 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 date of hire.