



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY MAINTENANCE MANAGER	38	A	9.103

Under general direction of the Assistant District Engineer, Maintenance, Highway Maintenance Managers plan, organize and direct major complex highway maintenance and equipment safety programs, infrastructure facilities, and personnel in assigned district in compliance with federal and State laws, rules and regulations, department policy and budgetary authority.

Administer and direct assigned district maintenance and equipment operations to ensure attainment of department and district objectives to include; establish priorities within the parameters of the annual work program; confer with Highway Maintenance Supervisors and Highway Equipment Mechanic Supervisors regarding scheduling, material and equipment needs; review maintenance management system reports, work program analysis reports, and related information; ensure adequate staffing of maintenance crews and equipment shop staff and the availability of crews for emergency situations; oversee safety programs; develop work plans and budgets in the application of program objectives and in accordance with federal and State requirements; observe projects in progress; and budget for contract services such as janitorial services for rest areas and inmate labor.

Evaluate the effectiveness of the district's maintenance, equipment, safety, vegetation management and noxious weed programs and determine needed changes or enhancements in programs in conjunction with Highway Maintenance Supervisors and Highway Equipment Mechanic Supervisors; conduct maintenance inspections of roadway, roadside facilities, maintenance stations and equipment in order to identify and evaluate the condition, safety hazards, and required maintenance and/or repairs needed.

Examine roadways within the district annually and recommend priorities to Assistant District Engineer/District Engineer for inclusion in the annual work program; prepare cost estimates for project recommendations by referring to the maintenance management manual to obtain information regarding labor and material requirements and by calling suppliers to obtain estimates on material costs.

Develop an annual maintenance work budget by reviewing past expenditures, workload indicators, proposed projects and non-rental equipment and maintenance material needs; submit the budget recommendation to the Assistant District Engineer for review and incorporation into the district budget.

Oversee submittals of samples of aggregate, asphalt and traffic paint to the Materials and Testing Division for specification requirements and review quality control tests prior to recommending purchase or manufacture of maintenance materials.

Coordinate the activities of the district's maintenance and equipment programs and activities to ensure proper planning, implementation and budgeting goals are achieved; review and develop equipment specifications in conjunction with Assistant District Engineer and District Engineer; maintain communication with other districts, divisions, department staff and State and local entities to ensure activities are completed in a timely and efficient manner.

Communicate with Equipment Division and district equipment shop personnel in the formulation and development of equipment maintenance schedules and repair procedures; schedule equipment required to accomplish maintenance projects and arrange for equipment repairs; review reports regarding equipment malfunction or failures and take appropriate action; investigate repair and replacement recommendations and/or identify potential equipment problems and recommend solutions; perform maintenance plan reviews of materials and equipment for the purchase of new or upgraded equipment; discuss specifications and request replacement of rental equipment; purchase materials.

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)

Oversee and maintain quarterly facility pollution prevention inspections and current knowledge of environmental issues such as erosion control, endangered species and air quality.

Oversee and implement the district's Roadside Vegetation and Noxious Weed Management Programs; develop and maintain inventories of undesirable and noxious roadside vegetation as well as short and long-term plans for removal and continued management; communicate with landowners, city and county officials and district staff regarding program activities, priorities and health hazards.

Provide assistance to the Assistant District Engineer by remaining current on district projects, inter-agency agreements, and local concerns; respond to inquiries and requests for assistance from the public, outside agencies, or other department staff; attend public meetings with city and county officials, the public, land owners, and contractors to provide information and answer questions pertaining to department and district maintenance operations and activities.

Supervise a variety of staff including Highway Maintenance Supervisors, Equipment Mechanic Supervisors, maintenance workers, skilled craft workers and equipment operator instructors; hire, train, assign and review work; take appropriate disciplinary actions and evaluate performance; ensure maintenance personnel comply with federal, State and local laws, regulations and agency policies and procedures.

Provide direction and coordinate the administration of the district's in-house training program for staff including the development of new methods, policies, and procedures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.
- * In order to meet the needs of specialized disciplines in the highway maintenance field, specific background, skills and/or certifications may be required and will be identified at the time of recruitment.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of supervisory experience that included overseeing and coordinating highway maintenance activities for an assigned geographical territory such as planning, scheduling and coordinating district priorities and major betterment projects; monitoring work in progress; selecting sites for material storage; arranging for material deliveries and availability for specialized equipment; and interpreting and implementing a variety of federal, State, and local regulations pertaining to highway maintenance and safety; **OR** two years of experience as a Highway Maintenance Supervisor II or a Maintenance Management Coordinator in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: budgeting principles and practices; methods, materials, tools and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and highway construction and maintenance equipment used in roadway maintenance and construction; various types of undesirable roadside vegetation and noxious weeds and appropriate management techniques; equipment systems and operating characteristics of light, medium, heavy, and specialized highway maintenance and construction equipment from a variety of manufacturers; State and agency administrative regulations, policies and requirements; agency policies and procedures such as those contained in the Maintenance Management System Manual, Standard Plans for Road and Bridge Construction, Standard Specifications for Road and Bridge Construction, Maintenance

Sampling and Testing Frequency, Standard Highway Signs and Supplement Manual; federal and State laws and regulations pertaining to highway maintenance operations such as the Manual on Uniform Traffic Control Devices, Nevada Work Zone Traffic Control Handbook, Hazardous Materials, Substances, Waste Compliance Guide, Stormwater Management Program, and Facility Pollution Prevention Program. **Ability to:** deal with management and supervisory staff both internally and externally to solve problems or negotiate solutions to difficult problems and issues; properly allocate materials and equipment including their acquisition and application; analyze information, problems, situations, policies and procedures to effectively define problems, identify relevant concerns or factors, formulate logical and objective conclusions, and recognize alternatives and their implications; interpret and comprehend technical reports, documents and specifications; analyze maintenance, material and equipment plans and specifications to effectively direct and manage program functions; investigate, resolve and answer requests and complaints from the general public; interpret and enforce federal and State laws, rules and regulations pertaining to various department programs including safety, drug testing, training requirements, and personnel management issues; evaluate the effectiveness of the noxious weed and roadside vegetation management program and recommend improvements; speak on a one-to-one basis or to groups using appropriate vocabulary and grammar to obtain information and explain policies and procedures; write grammatically correct business correspondence, procedures and reports; review and understand engineering drawings, plans, maps, layouts, and specifications; establish and maintain cooperative working relationships with co-workers, division and department staff, other agencies and the general public; organize, direct, manage and monitor maintenance and equipment operations within a major section of a district; manage program priorities and calculate requirements for personnel, equipment and materials; mediate between contending parties or groups; evaluate roadways and determine the nature and extent of maintenance and repairs required to comply with specification standards; evaluate the quality of maintenance material to determine conformance with specifications; assign and review work, provide training, conduct work performance evaluations, and take disciplinary actions as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the assigned geographical territory in terms of roadway, right-of-way, drainage systems, structures, fixtures, utilities, and entities having regulatory jurisdiction. **Ability to:** prepare and monitor the annual maintenance operation budget to meet district goals within fiscal constraints; coordinate maintenance and equipment operations with other divisions to ensure projects are on schedule and within budget; develop equipment specifications for a variety of standard highway maintenance equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.103

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