



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 SUPERVISOR II	35	H	9.106
HIGHWAY MAINTENANCE SUPERVISOR I	33	H	9.115

SERIES CONCEPT

Highway Maintenance Supervisors supervise skilled and semi-skilled personnel engaged in restoring roadway surfaces and restoring or constructing slopes, shoulders, culverts, structures, fixtures and landscaping located on the roadside or right-of-way; oversee and inspect work performed in an assigned geographical area of a district, or while implementing a specialty maintenance program such as highway landscaping, highway signs and lighting, or pavement marking and striping.

Plan and schedule work; purchase materials; schedule equipment for both routine highway maintenance activities and district betterment program; operate equipment as necessary to ensure that scheduled work is completed.

Identify roadway deficiencies in assigned area; estimate materials and production time and provide project justification; determine personnel, maintenance and equipment needs and assign tasks to subordinate personnel; identify abnormal conditions in the roadway or right-of-way and take action to either adequately warn the public or correct the condition.

Review engineering blueprints, schematics and standard plans and reference federal, State, local, and departmental procedures and regulations affecting highway maintenance.

Oversee the work of a specialty crew engaged in maintaining highway/freeway lighting and both ground mounted and overhead signs; pavement striping and marking; and highway landscaped areas.

Train, supervise and evaluate the performance of assigned highway maintenance staff; establish work performance standards and initiate disciplinary action as appropriate.

Prepare and submit required reports to track productivity, unit costs, stockpile and equipment usage, training, vehicle accident and property damage, projected work schedules, and project summaries.

Apply cost accounting codes as prescribed in the Maintenance Management System Manual regarding work activities, work locations, and materials and equipment usage.

Mix salt and sand stockpiles; operate loaders to load salt and sand into trucks; apply anti-icing chemicals; remove snow with medium and heavy dump trucks with snow plows, spreaders and pre-wetting equipment; operate motor graders; construct and maintain brine-making facilities.

Maintain radio contact with a base station, maintenance personnel and law enforcement agencies during storms or emergencies; respond to emergencies outside of normal working hours as required; act as incident commander at the scene as first responder until proper authority arrives according to the Incident Command System protocol.

Prepare work program recommendations for review by the supervisor; and review and monitor established work programs and proposed encroachments by various agencies.

Access and use information provided by the Intelligent Transportation System including the Road Weather

SERIES CONCEPT (cont'd)

Information System and meteorological data to determine optimal time for various maintenance activities and the District Operations Center.

Maintain the hazardous materials information binder; record new employee training and update material safety data sheets (MSDS); conduct safety meetings to promote safe working conditions and enforce safety procedures.

Contact public and private entities for required permits and authorizations; monitor work permits issued by the Right-of-Way Division to utility companies' contractors and disallow work if not properly permitted.

Oversee contractors' work such as micro-resurfacing, slurry seals, and janitorial services, and respond to customer service work orders.

Review potential projects scope through preliminary design study as requested; review design plans at 30%, 60%, and 90% completion for maintenance issues; participate in preconstruction meetings to address possible deficiencies in design and construction; and review completed projects to ensure compliance with contract and quality of work.

Perform related duties as assigned.

CLASS CONCEPTS

Highway Maintenance Supervisor II: Under general supervision, incumbents oversee and coordinate the maintenance activities described in the series concept for an assigned geographical territory and may include district-wide specialty programs which include highway landscaping, highway signs and lighting, pavement marking and striping, concrete/stormwater sweeping operations, and bridge maintenance.

Train, supervise and evaluate the performance of Highway Maintenance Supervisor I's and other staff as assigned; plan, schedule and coordinate crew activities in relation to priorities and major betterment projects; monitor work in progress; select sites for material storage, arrange for material deliveries and ensure availability of specialized equipment; solve problems, assign personnel, and document production data; read, interpret and implement a variety of federal, State, and local regulations pertaining to highway maintenance and safety.

May supervise other district activities such as modifications, repairs and preventive maintenance to field maintenance stations, rest areas and headquarter facilities including planning and supervising the work of skilled trades workers such as carpenters, electricians and painters engaged in a wide range of buildings and grounds maintenance activities.

Initiate, identify, monitor and evaluate work performed by highway maintenance contractors; prepare scope of work and project budgets for contracts and service agreements; prepare contracts for lawn maintenance, janitorial work and other services; review and approve bills submitted by contractors and service providers according to established policies and procedures.

Participate in preliminary design field surveys conducted by Design Division staff; coordinate and provide input from Highway Maintenance Supervisor I's regarding geographical and roadway concerns; review plans and designs at various intervals to determine impact on highway maintenance needs and identify areas of concern; conduct field reviews of completed projects prior to release of contractor.

Review and edit documentation of highway maintenance activities recorded by maintenance crews and report work costs and accomplishments to the maintenance management office.

Prepare an annual highway maintenance budget proposal for assigned area by reviewing proposed highway maintenance projects, labor and equipment requirements, and maintenance material needs; monitor allocated

CLASS CONCEPTS (cont'd)

Highway Maintenance Supervisor II: (cont'd)

highway maintenance budget using spreadsheet software; document and review maintenance needs in assigned territory; create and submit priority lists to the Highway Maintenance Manager for inclusion in statewide work program preparation.

Respond to concerns and inquiries made by the public or other governmental agencies relative to maintenance activities in assigned territory.

Coordinate equipment repair and inventory with the equipment shop and crews waiting to use the equipment.

May prepare written communications and specifications to utilities and regulatory agencies in order to acquire permission to install or modify signs, lights, underground systems or conduct other highway maintenance related activities.

Prepare purchasing specifications for materials; review specifications for vehicles and equipment and request special features and accessories; oversee a work program for inmates or juvenile offenders; keep records of personnel and work activities and provide input into department policy by attending staff and committee meetings.

Highway Maintenance Supervisor I: Under general supervision, incumbents perform the duties described in the series concept.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid class C driver's license is required at the time of appointment and for continued employment.
- * 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.

INFORMATIONAL NOTES:

- * A Class A or B commercial driver's license, including appropriate endorsements, may be required within six months of appointment if operation of a commercial vehicle or transport of hazardous material is assigned.
- * In order to meet the needs of specialized disciplines in the highway maintenance field, specific background or skills may be required and will be identified at the time of recruitment.

HIGHWAY MAINTENANCE SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience supervising, planning and scheduling the work of a highway maintenance crew engaged in a variety of highway maintenance activities; **OR** two years of experience as a Highway Maintenance Supervisor I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

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

Detailed knowledge of: standard plans and specifications for road and bridge construction in order to provide input to preliminary design field surveys and long-range planning. **Ability to:** monitor work in progress for compliance with federal, State, and local regulations and project specifications, and document project progress; initiate and monitor highway maintenance contracts and evaluate the work of contractors; edit a variety of activity and status reports provided by lower level supervisors; effectively communicate both orally

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE SUPERVISOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd) and in writing with agency personnel, regulatory entities and the general public; operate, troubleshoot and train others in the use of automated systems in order to document work activities and prepare reports; prepare purchasing specifications and maintenance contracts; supervise and coordinate the work of several subordinate crew supervisors; prepare and monitor the annual highway maintenance operations budget with input from subordinate supervisors; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: procedures, equipment and material associated with highway maintenance enabling coordination of a wide range of functional activities within an established program; assigned geographical territory in terms of roadway history and maintenance, right-of-way, drainage systems, structures, fixtures, utilities and entities having regulatory jurisdiction. **Working knowledge of:** departmental and State procedures regarding purchasing and contractual agreements; organizational skills sufficient to direct the work of the section crews collectively for major district projects and individually to meet program objectives; federal and State laws, rules and regulations pertaining to commercial driver's license, safety, drug testing, training requirements, noxious weed and roadside vegetation management programs, and environmental and endangered species laws. **General knowledge of:** budgeting principles and practices; State personnel regulations. **Ability to:** investigate, resolve and answer requests and complaints from the general public; properly allocate materials and equipment; convey maintenance, repair and staff needs, policy and procedure concerns, and section priorities at staff and committee meetings; establish priorities within an established program; calculate requirements for personnel, material and equipment; delegate assignments; and evaluate staff effectiveness.

HIGHWAY MAINTENANCE SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience as leadworker of a highway maintenance crew which included assigning and overseeing the work of lower level personnel, providing input on performance evaluations and assisting the supervisor in laying out a variety of roadway or specialty maintenance work; **OR** graduation from high school or equivalent education and two years of experience as a Highway Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: materials, methods and equipment used in highway maintenance and construction; stockpiles and stockpile reports. **Working knowledge of:** purchasing requirements and contracting limitations; a wide variety of manuals, policies, rules and regulations; road and weather information for effective winter roadway maintenance operations; incident command system protocol; emergency operation center responsibilities. **Ability to:** effectively monitor a vegetation management contract and an invasive species control program; plan, schedule, prioritize and participate in both routine and complex highway maintenance activities; supervise a crew of skilled and semi-skilled workers including performance evaluations, writing employee development reports, and initiating disciplinary actions; document work activities, equipment and material use, status of stockpiles and inventories, project summaries and existing highway deficiencies; effectively communicate with subordinate personnel, supervisors, law enforcement officers, and a variety of regulatory agencies; read and interpret blueprints, schematic drawings, material safety data sheets, standard plans, and proposed construction and encroachment projects; inspect projects for compliance with plans and specifications; calculate application ratios, stockpile and material needs and usage; measure distance, area and volume; schedule equipment maintenance and repairs; estimate quantities of materials for projects; develop project scopes, methods of construction and costs for district input into the annual work program; resolve worksite conflict in a competent and professional manner; stay abreast of new regulations.

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MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE SUPERVISOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Highway Maintenance Supervisor II.)

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.

	<u>9.106</u>	<u>9.115</u>
ESTABLISHED:	1/1/61	1/1/61
REVISED:		7/16/66
REVISED:	10/8/69	10/8/69
REVISED:		11/2/76
REVISED:		12/1/76
REVISED:		2/17/77
REVISED:		4/8/83
REVISED:	10/25/85-3	10/25/85-3
REVISED:	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC
REVISED:	8/23/91-3	8/23/91-3
REVISED:	3/18/98UC	3/18/98UC
REVISED:	7/12/01R	
	2/28/03UC	
REVISED:	7/1/07P	7/1/07P
	8/11/06PC	8/11/06PC