CITY OF CONCORD CLASS SPECIFICATION

CLASS TITLE: ROAD CREW SUPERVISOR JOB CODE: 2254
DEPARTMENT: GENERAL SERVICES DATE: 2/08

REPORTS TO: HIGHWAY SYSTEMS SUPERVISOR

JOB SUMMARY:

Supervises and directs subordinates in the work of maintaining safe roadways for the use of the general public and the citizens of the City of Concord.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning and directing work.

Answers citizen inquiries, verifies complaints and problems received, and returns phone calls to citizens.

Coordinates daily work schedules for employees; reviews project schedules and adjusts as necessary.

Verifies sites through Dig-Safe program.

Supervises snow removal, salting and sanding, and street sweeping crews.

Supervises curb side leaf removal.

Patrols roadway looking for problems; finds ways in which to prevent potential road hazards; checks drainage, curbs, sidewalks, sight distance, and pavement conditions.

Assists management in performing walking estimates on various projects; measures roads for resurfacing estimates; measures drainage jobs, sidewalks, and curbs for estimates.

Inspects the work performed by city crews; monitors work methods to ensure safety at all times; reinspects completed job sites to ensure that they are operating properly; checks and reports on work performed by outside contractors to Highway Systems Supervisor and Superintendent.

Performs the duties of the Highway System Supervisor in his or her absence.

Remains on-call as assigned.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vehicle Calculator Computer Copier

Fax Printer
Camera Cell Phone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

One year certificate from college or technical school and four to six years of progressively responsible related experience or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Road and infrastructure construction techniques, materials, and guidelines.

Record keeping, report preparation, filing methods, and records management techniques.

Standard business arithmetic, including percentages and decimals.

Basic budgetary principles and practices.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Skill in:

Using hand tools, air tools, and power tools.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Speak effectively before groups of employees.

Write routine reports and correspondence.

Deal with problems involving several concrete variables in standardized situations.

Interpret a variety of instructions in written, oral, diagram, or schedule form.

Perform duties while sitting at a desk or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

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Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

Work is performed in a very noisy place.

The employee may be exposed to dust, dirt, grease, irritating chemicals, contagious or infectious diseases, and machinery with moving parts.

The work requires the use of protective devices such as masks, goggles, hard hats, safety vests, safety boots or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.