

CLASS SPECIFICATION FOR
Road Construction and Maintenance Assistant Superintendent

GENERAL STATEMENT OF DUTIES: Assists in the direction of the construction, repair and maintenance of the County road system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves assisting in the coordination and supervision of all construction and maintenance activities required for the improvement of the County road system. This class provides direct supervision over Labor Foremen engaged in the construction, repair and maintenance of County roads and drainage systems. General supervision is received from the Road Construction and Maintenance Superintendent.

EXAMPLES OF WORK (illustrative only):

- Assists the Road Construction and Maintenance Superintendent in all administrative affairs, including budget preparation, generation of reports and selection of personnel;
- Hears citizens' complaints regarding road and drainage problems and recommends satisfactory remedy;
- Supervises Labor Foremen in the construction, repair and maintenance of roads and drainage systems;
- Reviews field progress in assigned work areas throughout the County;
- Assigns personnel in emergency conditions at the direction of the Road Construction and Maintenance Superintendent;
- Supervises and/or inspects the repair and resurfacing of County roads;
- Makes recommendations on equipment repair;
- Continuously reviews equipment and material needs in order to meet program commitments and timetables;
- Acts for the Road Construction and Maintenance Superintendent as required;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of modern street and road repair and maintenance methods as well as drainage systems; considerable knowledge of the use of road construction and maintenance equipment and machinery; ability to read and to interpret blueprints; ability to organize and supervise the work of others; ability to deal with the public in a courteous manner.

MINIMUM EDUCATION AND EXPERIENCE: Completion of high school, preferably supplemented by college training in engineering, and at least five (5) years of progressively responsible work experience in road construction and maintenance, including one (1) year of supervisory experience; OR, college training in engineering may substitute for the required experience on a year-for-year equivalent basis, provided no substitution is made for the supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.