

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSISTANT HIGHWAY SUPERVISOR **GRADE:** 10

TITLE ABBREVIATION: ASST HWY SUP **TITLE NO.:** 6101

JURIS.CL: NC **SALARY CODE:** 01 **UNIT:** **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** HIGHWAY

SUPERVISOR'S TITLE: HIGHWAY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the maintenance, snow and ice control operations, and related activities on the highways, roads, bridges, parking lots, and other properties either belonging to the County of Orange or that it is liable for. The work also involves acting for, and in place of, the Highway Supervisor in that person's absence. Employees in the class both lead and participate in the work of a highway work crew. Work is performed under the general supervision of the Highway Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Directs and oversees the work of a highway work crew in the absence of the Supervisor;
2. Handles complaints and/or emergencies during and after work hours in the absence of the Supervisor;
3. Keeps time and overtime records, makes work assignments and trains crew members in all aspects of the job in the absence of the Supervisor;
4. Makes ongoing inspections of the work in progress for the final approval of the Supervisor;
5. Directs and participates, as part of a highway work crew, in work on drainage, ditching, cleaning culverts and driveway pipes and patching roads with asphalt plant mix;

6. Directs and participates, as part of a highway work crew, in necessary roadside cleaning such as cutting brush, mowing grass and setting and painting guide posts and rails;
7. Directs and participates in the maintenance and repair of bridges including but not limited to painting structural steel and bridge railings, replacing deteriorated concrete decks and curbs and resurfacing road areas;
8. Directs and participates in work in connection with snow and ice control, operating plow trucks or other equipment, spreading salt, sand and liquid calcium chloride, shoveling snow from bridges, erecting snow fences, and replacing broken guards.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of road maintenance procedures and techniques; good knowledge of safety precautions and procedures associated with highway maintenance and equipment operations; ability to direct the work of others; ability to follow oral and written instructions; ability to get along well with others, dependability; manual dexterity; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, plus three (3) years of experience in highway, road, or bridge maintenance.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF EMPLOYMENT APPLICATION: Must possess **at time of appointment** and maintain a valid Class B Commercial Driver's License (CDL-B).

ADOPTED: 5/16/90
JURIS CL UPDATE: 5/7/91
REVISED: 10/4/91
REVISED: 11/4/91
REVISED: 7/13/99 HF
REVISED: 9/30/03 MF