

CHIEF CREW SUPERVISOR

NATURE AND VARIETY OF WORK

This is supervisory, technical, and administrative work which involves overseeing the work of a number of crews engaged in general road/bridge maintenance and construction, or supplemental labor activities. The position incumbent exercises general supervision over crew supervisors who head various maintenance, construction and supplemental crews. Supervision is afforded this class by a technical superior who reviews the work performed for adherence to departmental policies and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law Section 16-102(59).

Oversees the work of crew supervisors, laborers and equipment operators involved in general road/bridge maintenance and construction.

Inspects work in progress to assure conformance with departmental policies and procedures.

Makes work schedules and adjusts assignments.

Prepares routine reports and maintains time and material records of project activities.

Provides information and advice to higher level supervisors on such matters as ability to accomplish work assignments as scheduled, changes in production techniques and rearrangement of facilities.

Directs a portion of County-wide road and street snow removal and treatment for ice and snow.

Assists supervisors in preparing cost estimate for projects.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of

work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of general road/bridge construction and maintenance, or supplemental labor activities and the materials and equipment used thereof.

Considerable knowledge of time and material cost estimation.

Ability to read and interpret plans.

Ability to assign and supervise the work of semi-skilled, and skilled labor crews.

Ability to inspect the work of others to insure compliance with departmental policies and standards.

Ability to maintain records and write routine reports.

Ability to communicate in oral and written form.

MINIMUM QUALIFICATIONS

High school graduate or equivalent GED, plus five (5) years of experience in either road, bridge or supplemental labor activities, two (2) of which must have involved supervision of a large number of crews involved in road/bridge/supplemental labor activities; or an equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid driver's license.

Willingness to work out doors in any kind of weather.

Willingness to respond to emergency service calls on a 24-hour basis.

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