Highway Crew Supervisor  
Tompkins County

**Classification:** Competitive  
**Labor Grade:** Blue Collar Grade 12  
**Approved:** Board Action 01/01/1969  
**Revised:** 11/75; 5/91; 6/00; 9/00; 12/16; 4/18  
**By:** HH, Commissioner of Personnel

**MINIMUM QUALIFICATIONS:**  
Two years of supervisory experience in the construction and/or maintenance of highways and bridges in such areas as drainage, concrete repair, guide railing, earthwork, paving, surface treatment, shoulder and embankment stabilization.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENT:**  
Possession of a valid New York State CDL Class A or B license and with no Air Brakes restrictions and with a Tank Endorsement (N) is required at the time of application.

**DISTINGUISHING FEATURES OF THE CLASS:**  
An employee in this class is responsible for supervising the work of highway crew(s) composed of Heavy Equipment Operators, Motor Equipment Operators, Sign Mechanics, Welders, and Laborers engaged in the maintenance of highways, bridges and adjacent areas and participating in highway maintenance activities of a physical nature including the operation of highway construction and motorized equipment. The work involves exposure to all kinds of weather conditions. The work is performed under the general supervision of the Senior Highway Crew Supervisor. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**  (Illustrative Only)

- Makes individual work assignments to crew member based on priorities set by others and the abilities of individual crewmembers;
- Orally instructs crewmembers in the activities and tasks to be performed and answers their questions concerning work procedures;
- Provides and explains work order or documentation and any attached plans or instructions;
- Observes work in progress and that which is completed to insure adherence to instructions, guidelines and schedules;
- Maintains written records of work performed and materials and labor used;
- Operates a variety of road, building and construction equipment included rollers, tractors, loaders, sweepers, trucks, sanders, snow plows, bulldozers, pavers;
- Patrols and inspects highway and adjacent areas within geographical area to determine condition and maintenance needs as assigned or in compliance with work order guidelines;
- Supervises and participates in snow and ice control activities.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of methods, materials, tools and terminology used in the construction and maintenance of bridges, roads and adjacent area, including snow and ice control;
- Good knowledge of safety precautions used in highway and bridge construction and maintenance;
- Ability to read and interpret plans and specifications;
- Ability to supervise the work of others;
- Ability to understand and follow oral and written instructions;
- Ability to give clear and concise oral instructions;
- Ability to prepare written reports of materials, equipment and labor used;
- Ability to make arithmetic computations involving counting, addition, subtraction, division, multiplication, fractions, and basic algebra;
- Ability to use and operate a variety of hand and power tools and both self-propelled and stationary mechanized equipment;
• Willingness to work in adverse weather;
• Willingness to respond to emergencies and work overtime;
• Dependability;
• Initiative;
• Resourcefulness;
• Good judgment;
• The employee’s physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.