



Lake County Highway Maintenance Supervisor

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	1	Non-Exempt

NATURE OF WORK

The Highway Maintenance Supervisor is a working supervisor, responsible for supervising staff and planning, managing, and executing projects and tasks related to highway maintenance and improvement projects.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Supervises staff to include: prioritizing work; assigning work and equipment; approving/denying time off requests; conducting probationary and annual performance evaluations; formulating responses to grievances; ensuring staff are trained; ensuring staff follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, transfer, promotion, verbal and written coaching, verbal and written commendation, suspension and discharge recommendations to Highway Engineer.	Daily 10%	C4
2.	Leads, directs and assists staff in setting up traffic control, erosion control, stormwater management devices, developing and delivering small scale highway improvement projects and performing routine highway maintenance tasks; Verifies project goals and completion to plan, county standards, time/equipment/inventory charging protocol for that project prior to beginning the work, and permit requirements; Provides regular updates on project progress to Highway Superintendent; Documents and reports on project progress and daily maintenance activities.	Daily 15%	C4
3.	Evaluates current conditions and performs staff call outs for early morning, weekend, or holiday maintenance needs, including winter snow and ice on roadway or general storm damage; Assigns snowplow and damage assessment route assignments based on staffing and equipment availability and the specific winter road conditions; Monitors and assesses progress throughout the maintenance operation; Assists shop personnel in troubleshooting equipment issues; Assembles staff, assigns work and equipment, and organizes materials necessary for general highway maintenance activities.	Daily 15%	C4
4.	Operates light and heavy highway maintenance and construction equipment; performs general labor including manual labor, traffic control flagging, and general shop maintenance; performs routine truck and equipment maintenance and/or minor repairs.	Daily 60%	B2
5.	Performs other duties of a similar nature or level.	As Required	N/B



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FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Incumbents have significant latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity and the exercise of discretion and independent judgment to ensure an appropriate alignment between assignments and organizational policies and objectives.

DIRECTION RECEIVED

Work under general supervision, provided with clear objectives and standards to coordinate specific areas within the assigned program.

DIRECTION PROVIDED

Incumbents assign/delegate, schedule, and monitor work assignments to lower level employees; supervise staff; troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D.; 5 years experience operating light and heavy highway maintenance and construction equipment, 2 years of highway maintenance experience, and 1 year of supervisory experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Commercial Driver's License (CDL Class A) with a tank vehicle endorsement and without air brake vehicle restrictions.

KNOWLEDGE REQUIREMENTS

- Office procedures, methods, and equipment;
- Light and heavy highway maintenance and construction equipment maintenance and operation;
- Highway construction and maintenance techniques;
- Highway, shop, and office safety policies and procedures;
- Staff and team management and leadership;
- Computer operation and office management, business, and communication software applications.



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SKILL REQUIREMENTS

- Operating heavy and light highway maintenance and construction machinery;
- Operating standard office equipment;
- Identifying and repairing or locking out unsafe equipment;
- Handling multiple tasks simultaneously;
- Planning, prioritizing, and assigning work;
- Recovering disabled vehicles and equipment, including towing and trailering;
- Entering timesheet, equipment use, and material inventory data;
- Communicating and employing interpersonal skills with leadership, colleagues, lower-level employees, and the general public sufficient to exchange or convey pertinent information and to give and receive work direction;
- Reading manuals, specifications, drawings, and blueprint plans;
- Preparing standard reports, records, and logs;
- Using computers and related software applications.

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, environmental hazards, and intense noises.

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by GBS (CHM)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.