

CLASS TITLE:

**CHIEF HIGHWAY
MAINTENANCE FIELD OPERATIONS
(DEPARTMENT OF TRANSPORTATION)**

Class Code: 02772700

Pay Grade: 35A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, organization direction, coordination and evaluation of staff engaged in statewide highway maintenance field operations; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of the Assistant Director for Highway Maintenance Operations with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: To assist in planning, organizing, directing coordinating and evaluating the work of a subordinate staff engaged in caring out statewide highway maintenance field operations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, organization, direction, coordination and evaluation of the entire staff engaged in a statewide maintenance program:

To be responsible for all road maintenance assignments; to expedite and schedule the work to be done on a priority basis; to schedule movements of heavy equipment and materials so that there is no lost time on projects.

To inspect work performed by state personnel and to inspect work done by private contractors on state maintained highways to insure compliance with maintenance regulations;

To prepare a maintenance and replacement schedule for all field equipment;

To hold meetings for subordinate supervisory personnel and inform them of the changes of departmental policies and latest developments or trends in road maintenance practices;

To make reports concerning the efficiency of work performed and progress in road maintenance projects;

To be responsible for the care and use of all equipment issued to the specific maintenance program.

To review and give initial approval or disapproval of time records submitted by subordinates.

To be responsible for training of staff to meet the field demands of the division.

To be responsible for the conception and coordination of training programs.

To be responsible for the design and execution of an orientation program for all new employees entering the field: and to assist in personnel and labor relations grievance adjudication.

To be responsible for maintaining constant field inspections of maintenance methods and basis of timely measurements and payments.

To be responsible for vehicle fleet operations, assignments, maintenance and inspection assessment records.

To review and verify all quantities of the payment estimate prior to submission.

To make a continuing check of field personnel for compliance with standard specifications.

To evaluate the effects of policies, programs and procedures instituted for the promotion of uniform maintenance practices.

To provide guidelines and procedures for documentation of maintenance work terms used for partial and final payments; to review such items for compliance with specifications.

To maintain a manual for uniform record keeping on a current basis.

To maintain effective working relations with other sections of the department.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and methods of highway construction and the principles, practices and methods of highway maintenance and the ability to apply such knowledge in the administration, operation and coordination of a statewide maintenance engineering program; the ability to interpret contract provisions and engineering plans and specifications; the ability to recommend changes and/or amendments to construction plans, contracts, and federal-aid projects with engineers, contractors and representatives from the U.S. Federal Highway Administration; the ability to make field inspections and evaluations of maintenance engineering programs and projects to insure compliance with contracts, plans and specifications; the ability to evaluate present programs and to make recommendations for their improvement as well as the ability to develop new ones when necessary; the ability to plan, organize, direct, coordinate and evaluate the work of a subordinate staff engaged in carrying out a statewide maintenance program; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Civil Engineering; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative supervisory position involving a large highway and bridge maintenance program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 13, 1992

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