

**CLASS TITLE: CHIEF OF HIGHWAY MAINTENANCE  
FIELD OPERATIONS (DOT)**

**Class Code: 02772700  
Pay Grade: 38A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, to be responsible for the planning, organization, direction, coordination and evaluation of staff engaged in multiple statewide highway maintenance field operations programs; to be responsible for the development and implementation of overall operations and processes for the assigned programs and field operations districts; to manage overall program elements including property and fleet management, communications, storm and emergency responses, workzone safety, staff management and oversight, budgetary oversight and public safety; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of the State Highway Maintenance Operations Engineer 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 plan, organize, direct, coordinate and evaluate the work of a subordinate staff engaged in carrying out statewide highway maintenance field operations.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Transportation, to be responsible for the planning, organization, direction, coordination and evaluation of staff engaged in multiple statewide highway maintenance field operations programs.

To be responsible for the development and implementation of overall operations and processes for the assigned programs and field operations districts.

To manage overall program elements including property and fleet management, communications, storm and emergency responses, workzone safety, staff management and oversight, budgetary oversight and public safety.

To plan, direct and be responsible for the work of staff engaged in multiple highway maintenance field operations programs and field operation districts, specifically as follows, an assigned staff will be engaged in a highway maintenance program such as:

**Roadway Maintenance Program:** In an assigned sub-state district, or a statewide pavement markings or statewide drainage program, to be responsible for all maintenance assignments such as road patching and oiling roads, filling road cracks, cleaning and repairing drains, installing and maintaining drainage features, pavement markings, removing snow and sanding ice; to frequently inspect all state roads in an assigned area noting repair and maintenance work that must be done on road surfaces, shoulders, drainage systems, guardrails or other roadway features; to contact property owners regarding requests or protests entered by them in regard to drainage improvements, curbing removal or other road maintenance problems affecting adjacent landowners; or

**Traffic Maintenance Program:** To be responsible for the statewide maintenance of all traffic control devices within the state highway system; to supervise staff assignments as installing and maintaining traffic signals and signs; to frequently inspect all traffic control devices within the state highway system noting all repair and maintenance work to be done; to inspect all installations, maintenance and repair performed by subordinates; to actively supervise and schedule the work flow through the carpentry, sign and sign erecting; or

**Bridge Maintenance Program:** To supervise and participate in the layout of all statewide operations incidental to the repair, alteration, adjustment and replacement of highway bridges; to lay out, from plans, sketches and written or verbal instructions, work involving the fabrication and assembly of steel and other constructing materials; to use common engineering instruments such as a transit, level and

measuring devices; to route and undertake work with regard to urgency; to direct and supervise groups of subordinates engaged in removing or replacing bridge timbers, flooring and handrails; driving and removing rivets; building cofferdams and scaffolding; erecting form work and concrete; painting bridges; digging test pits; making foundation excavations; and obtaining wash and core boring data; to inspect bridge work; to recognize and report defects noted in the field; to maintain records of work performed; and to estimate materials and tool requirements and keep records of their use and disposal; or

Landscape Program: To supervise roadside and landscape maintenance activities in the state highway system; to plan, coordinate and supervise the work of technicians and crews engaged in a highway beautification maintenance program and in roadside development; to recommend landscape improvements on existing roads such as slope coverages and roadside plantings; to plan and supervise the spreading of fertilizer, lime and other chemicals over selected areas, the hearing and pruning of evergreens and trees, and the clearing of brush and trees as needed; to be responsible for the preservation and/or removal of trees on state property; to recommend programs for the maintenance of already established roadside development; to inspect and review work done by the technicians and crews engaged in litter cleaning, weed control, spraying for plant disease and poison ivy control, and other highway beautification and roadside projects; to plan the work of crews making improvements on existing roadways; to confer frequently with subordinate supervisors and inspectors; to review timesheets and requisitions for activities; to maintain a perpetual inventory control record of all tools, chemicals, equipment and other state property assigned for use in landscape maintenance.

To be responsible for formulating, implementing and directing maintenance programs and processes, develops program operations, forecasts and plans for summer and winter maintenance operations and snow and ice removal, striping, bridge inspection and repair, concrete and asphalt operations, surface treatment, drainage problems, guardrail maintenance, mowing and landscaping, debris pick-up, hazardous-material disposal, rest area maintenance, correctional services, and other activities.

As assigned, to direct the permit application process for private use of state property, right-of-way, access to state highways and traffic impact studies under development.

To plan and direct response activities for emergency operations, intelligent transportation systems, homeland security efforts, and incident and emergency response operations and management, and to direct support operations for statewide emergency efforts and events.

Serves as a divisional representative and liaison with local, state, and federal officials and other emergency response agencies.

To communicate information and work with interested parties to develop and implement plans and procedures.

To conduct drills, address issues, and resolve problems in the district.

To interpret and apply provisions of state and divisional policies and procedures and other regulations governing health and safety work zones.

To prepare correspondence and reports on issues and concerns as needed; confers with staff to provide input, obtain information, and to assist a superior.

Oversees staff in the procurement of equipment, goods, and services; to maintain inventories, assign equipment, and ensure proper maintenance.

To attend meetings, serve on committees to share information, develop proposals, programs, procedures, or courses of action requiring participation of the division and/or other departmental, state and federal agencies.

To prepare programs, estimates, and plans for various highway maintenance operations including surface treatment, bridge maintenance, right-of-way maintenance, and other projects.

As required, to meet with representatives from local government and public works organizations to discuss projects and to develop scheduling; and to develop preliminary draft plans for maintenance programs for approval of a superior.

To instruct employees regarding record maintenance and office methods as well as policies and the proper utilization of staff, materials and equipment.

To assist divisional administration with the evaluation of personnel for employment or promotional opportunities.

To review and recommend action to be taken on estimates and requests for authorization for funds, personnel, materials and equipment requirements on a seasonal and annual basis and for the programming of divisional activities.

To review and provide approval or disapproval of time records submitted by immediate subordinates.

To oversee staff responsible for a preventive maintenance program for tools and motorized equipment issued for use in the sub-state district or maintenance program.

To be responsible for handling emergency situations which include, but are not limited to, deicing operations, oil spills, highway defects, or other situation, which might have immediate impact on the safety of the public.

To oversee staff preparation and maintenance of records concerning work performed and personnel time spent on each maintenance project.

To perform the functions of this classification in a variety of environmental and weather conditions.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices, methods, materials, and equipment used in various highway maintenance programs and the ability to apply such principles, practices and methods; the ability to inspect and evaluate the conditions of roads and to plan and execute repair and maintenance projects; a working knowledge of basic engineering principles, practices, methods, materials and equipment used in highway maintenance programs and the ability to apply such; a thorough knowledge of the materials used in construction; the ability to apply such knowledge in inspection and evaluation in conformance with approved plans and specifications; a working knowledge of operational maintenance and emergency response needs involving a statewide highway system; a thorough knowledge of divisional policies, practices, and procedures; a working knowledge of office management methods and procedures; the ability to read and interpret highway and bridge maintenance plans and specifications and to approve or reject non-material changes therein under the contract; the ability to keep records and prepare reports concerning the work of subordinates engaged; the ability to prepare specifications for materials and equipment used in the particular program; the ability to develop and supervise a comprehensive work plan, program and schedule; the ability to coordinate and direct activities of a staff; the ability to communicate effectively both orally and in writing; the ability to work under adverse weather conditions; the ability to assess needs and issues facing and recommend solutions for the program activities managed; the ability to plan, organize, direct, coordinate and evaluate the work of a subordinate staff; the ability to establish and maintain good relations with subordinates, public officials and the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Possession of a Bachelor's Degree from a college of recognized standing with a degree in Civil Engineering, Transportation Systems Management and/or Business Administration, supplemented with advanced courses specializing one or more of these areas of study; and

**Experience:** Considerable employment in a responsible administrative supervisory position involving large highway and bridge maintenance programs.

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

**SPECIAL REQUIREMENT:** At the time of appointment must possess and maintain a valid Motor Vehicle Operator's License and must maintain such licensure as a condition of employment.

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