

**CLASS TITLE: DEPUTY ADMINISTRATOR, HIGHWAY AND BRIDGE
MAINTENANCE OPERATIONS**

Class Code: 02773300

Pay Grade: 40

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the administration of a statewide highway and bridge maintenance program and to oversee the field operations or engineering of such programs; to coordinate such programs with overall departmental programs and to evaluate their effectiveness; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Division Administrator with considerable latitude in the exercise of initiative and independent judgement involving technical and administrative matters; work is reviewed upon completion for conformance to departmental policies, rules and regulations and compliance with project program objectives.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and reviews the work of field operations or engineering personnel, clerical and other assigned staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the administration of statewide highway and bridge maintenance program and to oversee the field or engineering operations of such programs.

To be responsible for the planning, organization, direction, coordination and evaluation of field operations 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 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 and specifications.

To oversee 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 leave records submitted by subordinates.

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

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

Coordinating the sampling, testing and inspection of all materials used in state maintenance projects and programs either at the site or at the originating source.

To coordinate the highway and bridge maintenance project programs with overall departmental programs and activities to evaluate their effectiveness.

To plan, organize, direct, coordinate and evaluate such maintenance engineering programs.

Road engineering maintenance and repair for the state's highway network; statewide bridge maintenance; roadside beautification, and control along the state's highway system; contracting for services; and installation and maintenance of traffic control signs and signals on the state's highway systems.

To assist the Administrator in the formulation of divisional policy and procedures.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives and to prepare future plans and budget allocations based on this evaluation.

To coordinate program planning and development with other state agencies and with private organizations.

To make recommendations to the Administrator on program planning and implementation, on budget requirements, and on staffing needs.

As required, to assist the Administrator in the negotiations of labor contracts with the several bargaining units, the adjudication of labor grievances and other personnel administration matters.

To maintain an effective public relations program which will provide an understanding of the Division's policy and of the functions and objectives of the various maintenance programs.

To review existing laws, proposed legislation, rules and regulations involving the programs of the Division and to make recommendations to the Administrator relative thereto.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of highway and bridge maintenance construction, and the ability to apply such knowledge in the administration of a statewide program; a thorough knowledge of the basic materials used in highway and bridge maintenance and the ability to apply such knowledge in evaluating manufacturer compliance with material standards required in plans and specification, approving or rejecting the use of such materials in the several projects, and coordinating a sampling, testing and inspection program; the ability to read and interpret highway and bridge maintenance plans and specifications and to recommend, approve or reject changes therein; the ability to conduct negotiations with all participants involved in a maintenance project involving any needed changes in plans and specifications as well as investigate any claims and complaints involved in the prosecution of questionable activities; the ability to plan, organize, coordinate and review the work of field operation and engineering personnel, clerical and assigned supportive staff required to administer, effectively, a statewide highway and bridge maintenance project program; the ability to establish and maintain and effective working relationships with contractors, vendors representatives, representatives of state and federal agencies, superiors, associates and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative or technical capacity in a specialized program such as highway or bridge construction or design, highway maintenance, traffic management, or other comparable level transportation program within a public agency or the private sector.

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

Class Created: October 31, 2004