

CLASS TITLE: HIGHWAY FIELD OPERATIONS SUPERVISOR

TITLE OF CLASSES IN GROUP	Class Code:	EO Code:
(BRIDGE)	02363200	G
(LANDSCAPE)	02232203	G
(ROADWAY)	02232201	G
(TRAFFIC)	02232202	G
	Pay Grade: 25A	

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To direct, supervise, participate in, and be responsible for the daily work of an assigned crew designated and engaged in a highway maintenance field operations program as indicated in the title of the class; to be responsible for the daily operations of the crew and their logistic support, including fleet management, communications, workzone safety and public safety; and to do related work as required.

SUPERVISION RECEIVED: Receives specific assignments, usually with plans and specific directions on operating details, from a divisional superior; work is reviewed through conferences, by field inspection and review of written reports.

SUPERVISION EXERCISED: Directs, supervises, and assigns tasks to subordinates engaged in carrying out the field operations program, and inspects work performed while in process and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct, supervise, participate in, and be responsible for the daily work of an assigned crew designated and engaged in a highway maintenance field operations program as indicated in the title of the class; and to be responsible for the daily operations of the crew and their logistic support, including fleet management, communications, workzone safety and public safety as indicated in the title of the class:

In a Roadway Maintenance Program: In an assigned sub-state district facility, or a statewide operations program for pavement markings, paving or drainage, to supervise maintenance crew assignments, such as road cleaning and, as required cleaning and building catch basins, culverts, ditches, gutters or other road or related drainage facilities; making, repairing and painting guard rails; pavement marking and stripping; preparing materials for paving, road patching and patching and/or oiling roads and road shoulders; cutting brush and grass; cutting expansion joints or cement roads; stacking and burning or otherwise disposing of brush, grading road shoulders; screening and piling sand; erecting snow fences; installing plows and sanding devices on trucks; sanding icy highways, plowing snow from highways; and to perform other maintenance activities.

In a Traffic Maintenance Program: To supervise the maintenance of traffic control devices within the state highway system; to supervise such assignments as installing and maintaining traffic signals and signs ; to supervise a traffic crew for sign erecting, or traffic control and to perform other maintenance activities.

In a Landscape Maintenance Program: To supervise roadside and landscape maintenance activities in the state highway system; to plan, coordinate and supervise the work of a crew engaged in a highway beautification maintenance program and in roadside development; to supervise the spreading of fertilizer, lime and other chemicals over selected areas, the shearing and pruning of evergreens and trees, and the clearing of brush and the removal of trees on state property; to direct the work done by a crew engaged in litter cleaning, weed control, spraying for plant disease and poison ivy control, and other highway beautification and roadside projects; to assist in maintaining a perpetual inventory control record of all tools, chemicals, and equipment and other state property assigned for use in landscape maintenance.

In a Bridge Maintenance Program: To supervise and participate in the work of a crew engaged in the repair, alteration and construction of highway bridges; to supervise a group of subordinates employed in: removing or replacing bridge timbers, floorings and hand rails; building scaffolding; driving and removing rivets; erecting form work and pouring cement; painting bridges and obtaining wash borings; driving pilings; placing reinforcements; and otherwise preparing footings; to inspect the work of each detachment when the crew is operating as one group of several; to report any bridge defects noted in the field; to do arc welding; to maintain records of the work performed by a crew and to prepare reports of work completed; and to perform other maintenance activities.

To instruct and train new employees in the established operating policies, practices and procedures.

To participate in the performance of the function of subordinate personnel as required.

To prepare and maintain automated records, using the current maintenance management software programs, concerning work performed and personnel time spent on each maintenance project.

As assigned, to have charge of a state garage, state trucks and other road maintenance equipment stations therein; to be responsible for the care and maintenance of such trucks and equipment.

To be responsible for accounting for all equipment issued to subordinates or self, such as hand tools, road building tools, materials, plows and sanders, trucks and heavy equipment.

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:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the practices, materials and methods commonly used in the construction and maintenance of roads, bridges, and in the installation and maintenance of equipment; the ability to operate standard maintenance equipment, a skill in the use of tools used in road maintenance, or bridge repairs for road working, steel working and concrete handling; the ability to lay out, coordinate and supervise the work of subordinates in order to obtain speedy and economical results; the ability to maintain time, materials and work project records and to prepare written reports; a working proficiency in a Windows environment, including Word, Excel, Outlook and a proficiency in current maintenance management software programs; the ability to supervise and give oral and written instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of at least an associate's degree from an accredited institution of higher education, or graduation from a senior high school supplemented by courses in construction or engineering technology at a technical institute or accredited college or university; and

Experience: Such as may have been gained through: considerable employment in heavy construction, the operation of heavy equipment, or in the area of the maintenance of highways, bridges or similar structures or employment in the fabrication of materials for road, bridge, or similar structure repairs.

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

SPECIAL REQUIREMENTS: At the time of appointment and continually thereafter:

1. Must possess and maintain a valid Rhode Island Commercial Driver's License (CDL), Class B with airbrake and tanker endorsements.
2. Compliance with the USDOT Federal Regulations of the Omnibus Transportation Employee Testing Act of 1991 and the State of Rhode Island's Drug & Alcohol Testing Program Policy & Procedures is a mandatory requirement and a condition of continued employment.
3. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate.
4. At the time of appointment in the Landscape classification, must be a licensed standard Arborist and a Pesticide Applicator as regulated by the Rhode Island Department of Environmental Management, and must maintain such licensure as a condition of employment.

Class Revised: May 14, 2017

Editorial Review: 3/15/03