



Title: Highway Maintenance Supervisor

FLSA Status: Exempt

Department: Highway

Updated: 11/2022

General Definition of Work

Performs difficult work supervising the installation, maintenance, and repair of bridges and highways, and related work as apparent or assigned. Work is performed under the general direction of the County Engineer.

Supervision may be exercised over assigned personnel.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Supervises the installation, maintenance, and repair of bridges and highways; plans, implements and schedules maintenance projects and tasks; inspects county highways and bridges to assess the need for road surface or roadway repairs; estimates repairs and replacements to be made.
- Directs, supervises, and coordinates maintenance personal and operations; develops work schedules and approves timecards; participates in hiring of permanent, temporary and seasonal personnel.
- Supervises road and right of way activities including but not limited to snow removal and ice control, street sweeping, shoulder repair, crack sealing, blading gravel roads, applying chloride dust control, weed control, ditch mowing, tar patching, and installing signs.
- Supervises, plans, coordinates, and inspects equipment maintenance and repair; assists in the development of equipment replacement schedule. Estimates costs and prepares specifications for major equipment purchases.
- Develops, coordinates, and monitors the safety programs for the highway department maintenance crew. Performs safety inspections on highway department facilities, roadways, and bridges.
- Approves purchase orders monitors and maintains material inventories; orders annual supplies; prepares and maintains appropriate records and files.
- Responds to emergency calls to protect public from hazards.
- Provides road conditions assessments to emergency personnel, school districts, and local cities and townships; communicates with the public regarding various situations and concerns.



Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of construction, repair, and maintenance of highways and related facilities and the use of road maintenance equipment, supplies and materials; thorough knowledge of the occupational hazards and proper safety precautions involved in the operation of heavy equipment; thorough knowledge of the traffic laws and regulations governing equipment operation; thorough knowledge of the tools, materials and equipment used in heavy equipment operation; thorough knowledge of heavy equipment repair and maintenance; thorough knowledge of the principles and behavior and properties of soil, fill materials, concrete and asphalt; thorough knowledge of related civil engineering specifications and practices and related state and local laws and regulations; thorough knowledge of drainage and surveying principles; ability to assign and supervise the work of subordinates and to instruct them in proper work and safety methods and procedures; ability to make sound judgments in emergency situations; ability to establish and maintain effective working relationships with associates, engineers, contractors, and the general public.

Minimum Qualifications

High School diploma or GED and extensive experience, or a combination of equivalent education and experience.

Special Qualifications

CPR and First Aid Certification within six months.

License for spraying restricted chemicals within six months or as needed.

LP (Low Pressure) Boiler License within six months or as needed.

Valid commercial driver's license with Class A and Tanker endorsement, or the ability to obtain within six months of hire.

Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees always sit and always walk or stand for periods of time.
- This classification regularly involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Frequent
Up to 50	Regular
Up to 100	Occasional
100 or more	Occasional

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Regular
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Loud

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.