



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: HIGHWAY SUPERVISOR  
Jurisdictional Class: Competitive  
Civil Division: County Highway Department  
Adoption: CSM 4/13/11  
Revised: CSM 10/17/18

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**DISTINGUISHING FEATURES OF THE CLASS:**

Supervises the activities of work crew(s) involved in highway or bridge maintenance or construction work. These duties involve responsibility for the efficient and economical use of personnel, materials, and equipment in the construction and maintenance activities of the County Highway Department. The work is carried out in accordance with established policy and procedures formulated by the County Highway Superintendent and/or General Highway Supervisor permitting some leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of subordinate Motor Equipment Operators and Laborers by a continuing check of the work in progress. A Highway Supervisor utilizes computer programs for various tasks such as tracking highway inventory, expenses, and creating reports. Incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists in planning maintenance schedules and workloads;  
Reports to and confers with the County Highway Superintendent and/or General Highway Supervisor regarding the personnel and equipment necessary for maintenance projects;  
Supervises and participates in the preparation and maintenance of activities costs, progress records, and reports;  
May be required to operate various types of road construction and maintenance equipment;  
Supervises the activities of subordinate Motor Equipment Operators and Laborers in the use of materials and equipment in the construction and maintenance of county highways and bridges;  
Trains Motor Equipment Operators and Laborers;  
Inspects roads and documents on the computer any road and and/or pavement quality issues;  
Reports to and confers with the County Highway Superintendent and/or General Highway Supervisor on unusual problems connected with construction or maintenance projects;  
Coordinates the positioning of materials required for road maintenance activities;  
Ensures called in service requests are inspected and the work to fulfill the request is scheduled and completed;  
Uses computer to track items such as finances, ordering supplies, inventory, and creating reports;  
Ensures that work is done safely and efficiently on projects;  
Coordinates with vendors for equipment and materials to fulfill road maintenance activities;  
Coordinates with outside agencies and municipalities in the lending of equipment and personnel;  
Schedules the transport of equipment for other agencies and municipalities;  
May do other related work as directed by the County Highway Superintendent or General Highway Supervisor.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of modern road construction and maintenance methods and procedures;  
Good knowledge of the equipment, materials, tools, terminology and safety precautions used in road maintenance and in snow removal and ice control;  
Good knowledge of the operation and maintenance of automotive and construction equipment;  
Ability to plan and supervise the work of others;  
Ability to interpret plans and specifications;  
Ability to use various software programs to retrieve data, maintain records, and make reports in writing and on computer;  
Ability to solve operating problems as they occur in the field;  
Ability to secure the cooperation of subordinates;  
Ability to understand and carry out complex oral and written directions;  
Ability to work with landowners and various governmental agencies, such as DEC, DOT, and FEMA in resolving issues or obtaining work permits;  
Ability to work various hours, especially in the winter months;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **AND:**

- (A) Graduation from a two (2) year college or technical institute recognized by the New York State Department of Education with an Associate's Degree in Engineering Technology or related field AND three (3) years of experience in the construction or maintenance of bridges or paved highways AND one and half years supervisory experience; OR
- (B) Five (5) years' experience in the construction or maintenance of bridges or paved highways, two (2) of which shall have been in a supervisory capacity; OR
- (C) Any equivalent combination of training and experience.

**SPECIAL REQUIREMENT(S):**

Will be required to obtain New York State Commercial Driver's License (Class B) within 12 months after appointment.