REVISED

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Highway Worker Supervisor 22 JUN	CODE: 53215C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from highway maintenance superintendent, supervises highway maintenance personnel performing highway maintenance & repair &/or roadside park caretaking at major highway outpost (i.e., manned outpost responsible for servicing interstate &/or 4-lane divided highway &/or outpost with staff reporting on regular basis & is responsible for highway maintenance functions & has facilities to house & maintain equipment, supplies & materials independent of county installation), inspects condition of state highways, highway facilities & equipment, supervises & participates in highway maintenance activities & operates various pieces of motorized equipment (e.g., dump truck, front end loader, backhoe, tar distributor, roller, grader, mower);

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	61-71	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., highway maintenance personnel performing highway maintenance & repair &/or roadside park caretaking at major highway outpost); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgement & inspects condition on state highways, highway facilities & equipment & determine necessary maintenance & repair.	Knowledge of (1) manpower planning, (2) employee training & development, (3) supervision, (4) safety practices associated with highway maintenance & equipment operation, (5) public relations, (6) agency policies & procedures covering accepted highway maintenance practices & administrative matters (e.g., leave approval, performance evaluations)*; ability to (7) carry out instructions in written, oral or picture form, (8) add, subtract, multiply & divide whole numbers, (9) recognize safety warnings, (10) complete routine forms, (11) establish friendly atmosphere as supervisor of work unit.

123; 1-7-17 (54)

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Works outside exposed to traffic & inclement weather, on call 24 hrs. per day, 7 days per week.	3 courses in employee training & development (or 3 mos. exp.); 3 courses in supervision (or 3 mos. exp.); 3 courses in safety practices associated with highway maintenance & equipment operation (or 3 mos. exp.); 300 hrs. training in operation of motorized equipment (e.g., dump-truck, front end loader, backhoe, tar distributor, roller, grader,	Renewal of Commercial Driver's License, as necessary, if required, based on vehicles operated.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	19-29	Oversees & participates in highway maintenance activities (e.g., patches road surfaces, installs & repairs drainage structures, lays tile & piping, installs & repairs guardrails, erects snow fences, cuts grass, plows snow & spreads salt) & operates various pieces of motorized equipment used in highway maintenance (e.g., dump truck, front end loader, backhoe, tar distributor, roller, grader, mower).	Knowledge of 2, 3, 4; skill in (12) operation of highway maintenance equipment; ability to 7, 9, 11, (13) cooperate with co-workers on group projects, (14) lift 100 lbs.
3	7-13	Maintains daily work records of equipment & material usage; completes payroll information cards; prepares maintenance management system forms; orders equipment, materials & tools; meters gasoline & electricity for outpost.	Knowledge of 6*, (15) office practices & procedures*; ability to 8, 10, (16) sort items into categories according to established methods.

123; 1-7-17 (55)

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MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)*

mower) (or 3 mos. exp.); 1 course in manpower planning (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent. Current Ohio Driver's License. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have Commercial Driver's License.

Training & Development -(continued)