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OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Highway Maintenance Superintendent 1	CODE: 53911C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from highway maintenance superintendent 2 or other administrative supervisor, assists highway maintenance superintendent 2 in supervision & planning of highway maintenance activities in assigned county or yard territory in district 12 or supervises special highway maintenance projects &/or work crews in district maintenance section (e.g., reserve snow removal forces & equipment, heavy equipment crews, construction & repair of culverts, retaining walls & storm sewers);

Note: Supervision cited herein is defined as "has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees; to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment."

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	46-66	Assists highway maintenance superintendent 2 in supervision & planning of highway maintenance activities in assigned county or yard territory in district 12, supervises crew leaders in maintenance of highways (e.g., surface treatment, patching, asphalt surfacing), bridges, signs, guardrails, roadside parks & snow removal & inspects progress of projects or supervises special highway maintenance projects &/or work crews in district maintenance section (e.g., coordinates activities of reserve snow removal forces & equipment during major snow removal efforts, supervises heavy equipment crews, supervises construction & repair of culverts, retaining walls & storm sewers).	Knowledge of (1) supervision*, (2) highway maintenance & repair practices & procedures & related safety practices; skill in (3) operation of highway maintenance equipment (e.g., frontend loader, backhoe, tar distributor, pick up & dump trucks, roller); ability to (4) deal with problems involving several variables in familiar context, (5) establish friendly atmosphere as supervisor of work unit, (6) demonstrate physical fitness.
2	22-28	Inspects highways, bridges, culverts, berms, signals, signs & other highway appurtenances within assigned jurisdiction, reporting hazards & general conditions to county or unit superintendent, inspects equipment in field & notifies higher administrative authority of needed repairs or hazards & enforces safety regulations in field.	Knowledge of 2; ability to (7) define problems, collect data, establish facts & draw valid conclusions.

(555)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT
Requires travel.	12 mos. training in highway maintenance & repair practices & procedures (or 12 mos. exp.); 300 hrs. training in operation of highway maintenance equipment (e.g., frontend loader, backhoe, tar distributor, pick up & dump truck, roller) (or 3 mos. exp.); or equivalent. Valid Driver's license.	

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MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	3-9	Negotiates work permits with property owners, explains highway projects & improvements to property owners & settles minor complaints & refers major complaints which cannot be solved immediately to county or unit highway maintenance superintendent for investigation & follow-up.	Knowledge of (8) public relations; ability to 4, (9) resolve complaints from property owners.
4	7-13	Performs related recordkeeping & administrative duties (e.g., completion of requisitions for materials, equipment or tools for projects, completion of payroll information forms, time cards, sick leave & vacation requests for employees, assisting county highway maintenance superintendent with implementation planning & providing technical assistance if needed, completing progress reports of projects).	Ability to 4, (10) prepare meaningful, concise & accurate reports.
5	0-6	Operates heavy equipment in absence of trained operators or in emergencies.	Skill in 3; ability to 6.

(556)

L23:1-7-77

*Developed after employment

UNUSUAL WORKING CONDITIONS:

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

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Highway Maintenance Superintendent 1

CODE: 53911C