NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Highway Maintenance Superintendent 2	CODE: 53912 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from highway maintenance superintendent 3 or other administrative supervisor, plans & supervises highway maintenance program in assigned county, yard territory in district 12, or in similar sized district maintenance unit;

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	50-56	In assigned county, yard territory or similar sized district maintenance unit, has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., maintenance superintendent 1 & all personnel such as highway workers, equipment operators, auto mechanics, roadside park caretakers); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision, (2) manpower planning*, (3) employee training & development*, (4) highway maintenance & repair practices & procedures & related safety practices; skill in (5) operation of highway maintenance equipment (e.g., frontend loader, backhoe, tar distributor, pick-up & dump trucks, roller); ability to (6) apply principles to solve practical everyday problems, (7) complete routine forms, (8) establish friendly atmosphere as supervisor of work unit.
2	14-20	Plans & administers highway maintenance program in county, yard territory or similar sized district maintenance unit, responsible for maintenance of highway surface & berm, roadside parks, assigned equipment & buildings & facilities, plans various maintenance operations giving consideration to necessary equipment, manpower & length of time to complete projects.	Knowledge of 2*, 4, (9) management*; skill in 5; ability to (10) define problems, collect data, establish facts & draw valid conclusions.
3	13-19	Makes regular inspections of assigned highway to evaluate roadway conditions & determines necessary repairs & inspects equipment for proper operation & upkeep & schedules for maintenance.	Knowledge of 4; skill in 5; ability to 10.
4	11-17	Attends monthly superintendents' meetings & investigates & responds to property owners/public complaints.	Knowledge of (11) public relations; ability to 10.

(557) (23:1-7-7)

*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 & related safety practices (or 12 mos. exp.); 300 hrs. training in operation of highway maintenance equipment (e.g., frontend loader, backhoe, tar distributor, roller) (or 3 mos. exp.); 300 hrs. training in supervision (or 3 mos. exp.); or equivalent. Valid Driver's license.	