OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Highway Maintenance Superintendent 3	CODE: 53913C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from administrative supervisor, plans, supervises & coordinates work of highway maintenance superintendents & highway maintenance programs in multiple county divisions or multiple yard territories in district 12, checks written reports & submits to higher authority, reviews requisitions & handles personnel & public relations functions at district level;

·PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	33-43	For multiple counties or multiple yard territories in District 12, has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., employees classified as Highway Maintenance Superintendent 2, 53912); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, advises & directs highway maintenance superintendents on departmental procedures & evaluates operational activities of county divisions', insures conformity with departmental policies & regulations, interprets policy changes & communicates policy to lower-levels, analyzes current operations & assistance for county divisions.	Knowledge of (1) management, (2) budgeting*, (3) highway maintenance & repair practices & procedures; ability to (4) define problems, collect data, establish facts & draw valid conclusions, (5) interpret & communicate administrative policies & procedures, (6) establish friendly atmosphere as supervisor of work unit.
2	20-26	Coordinates activities of county or yard superintendents to attain maximum efficiency in use of equipment & personnel throughout district, transfers equipment & manpower to locations in district which have specific deadlines or emergencies which cannot be remedied without supplemental equipment/manpower.	Knowledge of 3, (7) manpower planning; ability to 4.
3	11-21	Assists in planning highway maintenance program for district within a fixed budget allocation considering requests & reports of projects & needed improvements submitted by county highway maintenance superintendents.	Knowledge of 1, 2*, 3; ability to 4, 5.

(558)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Limited exposure to inclement weather & dangerous equipment.	12 months training in highway maintenance practices & procedures (or 12 mos. exp.); 3 courses in management (or 9 mos. exp.); 1 course in manpower planning (or 1 mo. exp.); or equivalent.	

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	6-12	Acts as cleansing point for requisitions of highway maintenance equipment & materials for projects within district; examines requisitions submitted by county superintendents to assure expenditures are justified within budgeted amounts.	Knowledge of 2*; ability to (8) review materials, recognize errors & make corrections.
5	10-20	Performs other related duties (e.g., completing written reports for higher administrative authority, counseling employees, interviewing employees for hire, solving or recommending grievances or other labor related problems, evaluating employees performance, public relations work in negotiating construction contracts or handling problems involving department & general public).	Knowledge of (9) public relations; ability to 4.

(559)

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UNUSUAL WORKING CONDITIONS:

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

TRAINING & DEVELOPMENT:

FORM ADM-4134

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