



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

HIGHWAY MAINTENANCE WORKER SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Highway Maintenance Worker Supervisor	T4051S	55	60

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Maintains highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, high way markers, and snow fences. May also mow or clear brush from alongside road or plow snow from roadway.

Nature of Work

The Highway Maintenance Worker Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and keeps state highways in safe condition. They perform highway maintenance activities such as plowing and hauling snow, patching asphalt surfaces, filling roadways joints and cracks, flagging and directing traffic, setting up traffic signs, hauling materials and supplies, mowing, clearing brush, spraying weeds, removing trash from roadways and ditches, repairing and replacing road signs and guard rails, etc. Work involves operating equipment such as truck-mounted snowplows, sanders, loaders, dump trucks, pickups, and tractor-mounted mowers; lifting and carrying heavy items frequently; working outdoors in all types of weather; and operating a two-way radio.

Distinguishing Characteristics of Levels

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.

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- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Employees in this role operate the most complex heavy-duty equipment used to maintain, build, and upgrade highways.
- Employees inspect roadways to evaluate effectiveness of the maintenance management system.
- Employees implement measures for highway maintenance and repair as a result of inspections.
- Employees provide technical consultations regarding repairs to road surfaces, shoulders, structures, signs, drainage facilities, and road debris removal.

Recommended Education and Experience for Full Performance**

High School Diploma or Equivalent and three (3) years experience maintaining roads and operating medium to heavy-duty equipment to include loader, blade, five and ten yard dump truck, self-propelled broom, roller, and/or mower, one (1) year of which must be supervisory. This position may require Herbicide, Tanker and/or Hazmat endorsement.

Minimum Qualifications

High School Diploma or Equivalent and one (1) year of experience maintaining roads and operating medium to heavy-duty equipment to include loader, blade, five and ten yard dump truck, self-propelled broom, roller, and/or mower. This position may require Herbicide, Tanker also/or Hazmat endorsement.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

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English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Operation and Control — Controlling operations of equipment or systems.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Speaking — Talking to others to convey information effectively.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Statutory Requirements: Applicants for this position must possess a NM Drivers License and a New Mexico Class A CDL at time of hire. Post-Offer Physical and Pre-Employment Drug Test are required for safety sensitive classifications.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs at*

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the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: Not covered

Established: 04/27/12

Revised: 8/03/2018 (statutory language update)

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.