

8345
HIGHWAY ADMINISTRATOR 2

Nature of Work

Under general direction performs full performance level work administering highway maintenance operations in a county in accordance with established procedures and policies of the Division of Highways, national highway standards and legal requirements set forth by regulatory agencies such as the U. S. Environmental Protection Agency, the West Virginia Division of Natural Resources, the U. S. Army Corps of Engineers and the West Virginia Departments of Environmental Protection and Agriculture. Performs related work as required.

Distinguishing Characteristics

The Highway Administrator 2 is responsible for a specialized maintenance function of advanced complexity or is responsible for all maintenance activities in a county, while the Highway Administrator 3 is responsible for a district-wide maintenance function requiring expert technical knowledge and skill or may supervise Highway Administrator 1s.

Examples of Work

Directs and implements a scheduled highway maintenance program within operating annual budget, including the security of materials and equipment.

Ensures maximum utilization of equipment, personnel and materials.

Schedules or approves weekly maintenance activities, work crew assignments, equipment and materials.

Supervises subordinate staff.

Conducts performance reviews of subordinate staff.

Ensures compliance with Division of Highways established schedules, procedures and policies as well as any federal regulations applied.

Responds to and resolves citizen or employee complaints.

Serves as a member of a District Equipment Review Board.

Attends safety meetings and management conferences.

Plans and implements Snow Removal Ice Control (SRIC) program for area.

Performs field inspections of bridges, roads and crews.

May estimate requirements of paving projects in assigned area.

May appear as a witness for the Division of Highways in legal actions.

May prepare projected budget and expenditure schedule.

Knowledge, Skills and Abilities

Knowledge of project planning methodologies such as critical path planning.

Knowledge of the maintenance standards and procedures of the Division of Highways.

Knowledge of highway equipment and its capabilities; the materials and parts used in roadway maintenance.

Knowledge of standard safety procedures and internal operating policies and procedures of the Division of Highways.

Knowledge of OSHA and EEO regulations.

Ability to review and complete detail oriented information and projects.

Ability to conceptualize and organize project planning process.

Ability to schedule, organize and supervise maintenance crews and personnel.

Ability to estimate manpower, materials and equipment to complete a scheduled maintenance activity.

Ability to read blueprints.

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HIGHWAY ADMINISTRATOR 2 (cont'd)

Knowledge, Skills and Abilities (cont'd)

Ability to establish and maintain effective working relationships.
Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid professional experience in business administration, public administration, transportation, construction, manufacturing, mining or the armed services or four years of full-time or equivalent part-time paid experience serving in the capacity as a project coordinator.

Special Requirement: A valid driver's license is required.

Established: 07/15/1999
Revised: 09/17/2001; 09/25/2012; 07/21/2017
Effective: 07/21/2017