

8347

## HIGHWAY ADMINISTRATOR 4

### **Nature of Work**

Under general direction performs full performance level work administering highway maintenance operations in a district as an assistant to the Assistant District Engineer for Maintenance. Work is accomplished 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 4 serves as an assistant to the Assistant District Engineer for Maintenance, supervising the work of lower level Highway Administrators and generally implementing all or part of the maintenance program for an entire district and its counties.

### **Examples of Work**

Plans and directs scheduled and unscheduled highway maintenance functions and programs within operating annual budget, including the securing 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 annual 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, reviews and monitors 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.

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**HIGHWAY ADMINISTRATOR 4 (cont'd)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to read blueprints.

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:** Six 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 six 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