

CONSTRUCTION SUPERINTENDENT

Nature of Work: Under general supervision, assists the Highway Engineer in supervising and coordinating construction projects of a district or central highway maintenance program. Work may be performed in inclement weather and around heavy moving equipment. Performs related work as required.

Examples of Work

Schedules maintenance activities, assigning employees and equipment according to the needs of the project.

Organizes and plans for maintenance improvement projects based on needs and available funding.

Estimates and submits costs on maintenance contracts.

Records the labor, materials and equipment expense for each maintenance construction project.

Writes correspondence and reports pertaining to maintenance and construction projects.

Conducts field reviews to inspect and assure compliance to highway maintenance and construction policies, procedures and standards.

May teach maintenance management classes.

Knowledge, Skills and Abilities

Knowledge of the methods, materials, and equipment used in the construction and maintenance of highways.

Knowledge of surveying and engineering principles and techniques.

Knowledge of the office and administrative procedures used in the Maintenance Division.

Knowledge of maintenance management skills and philosophies.

Ability to organize, assign, and supervise skilled and semi-skilled employees engaged in road repair and construction.

Ability to understand and interpret blueprints and drawings.

Ability to maintain records and to prepare reports.

Ability to interpret oral and written instructions and directions.

Ability to maintain effective working relationships with others.

Minimum Qualifications

Training: Graduation from a standard four-year high school or the equivalent.

Substitution: Experience in highway or bridge construction or inspection may be substituted on a year-for-year basis for the required education.

Experience: Five years of full-time or equivalent part-time paid experience in highway or bridge construction, one year of which must have been in a supervisory capacity.

Substitution: Successful completion of coursework in engineering or surveying from an accredited college or university may be substituted for the general experience at the rate of 12 semester hours for one year of experience.

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

Established: 10/21/93

Effective: 11/15/93