



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

Highway Supervisor

GENERAL DEFINITION

This is administrative and supervisory work in the construction and maintenance of municipal streets, and related public works projects. Employees are responsible for planning, organizing, directing and reviewing the work for many employees engaged in public works construction and maintenance activities. Work involves supervision of the construction maintenance and repair of hard surfaced streets, the sweeping and flushing of streets, and maintenance and repair of traffic control signals and signs, along with automotive and construction equipment. Work is performed under the general supervision of the Director of Public Works, and DPW Manager although the employee exercises considerable independent judgement carrying out work in accordance with general instructions or engineering specifications and is held responsible for the achieved results.

TYPICAL EXAMPLES OF WORK

- Directs, through supervisors, the construction, maintenance, and repair of hard-surfaced streets; street sweeping and flushing; traffic-control signals and signs; automotive and construction equipment; and the preparation, installation, and maintenance of traffic signs and markers.
- Prepares the Bureau budget for review by the Public Works Director.
- Supervises snow-removal and ice-control operations involving streets, sidewalks, and parking areas.
- Assigns work to supervisors, provides guidance on repair methods and priorities, and monitors assignments to ensure work is completed efficiently.
- Determines the quantity of materials and supplies required for construction and maintenance projects.
- Coordinates with supervisors regarding the progress and completion of projects.
- Performs other related duties and responsibilities as assigned

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

- Thorough knowledge of the materials, methods, and practices essential to the construction, maintenance, and repair of streets and other public works infrastructure.
- Considerable knowledge of civil engineering principles and practices relate to street construction, maintenance, and repair.
- Ability to effectively plan, organize, coordinate, and supervise large-scale labor operations.
- Ability to establish and maintain effective working relationships with City officials, employees, contractors, and members of the public.
- Ability to effectively supervise the maintenance of records and the preparation of reports.