

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005205
Grade 24**

DISTRICT SUPERVISOR

DEFINITION OF CLASS:

This is supervisory and administrative work managing road construction and maintenance, specialty construction and maintenance (such as bridge rehabilitation), right-of-way maintenance, neighborhood clean ups, special event support and related projects in an assigned area of the County. The work involves large budgets, many subordinates and valuable equipment. Contacts include the public, other Department/Agency representatives, vendors, contractors, supervisors and subordinates, and involve instructing, advising, planning and coordinating activities to obtain desired actions and resolve work problems. This class of work entails some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class manages assigned functions, projects, crews, contractors, equipment and facilities within budget categories, timelines, priorities, conventional methods and precedents according to generally or specifically applicable laws, requirements and standards, including customer service perspectives. The District Supervisor applies or, as appropriate and authorized, modifies, adapts or deviates somewhat from these guidelines to ensure effective mission accomplishment and customer service. Independent judgments within guidelines include many aspects of planning, organizing and prioritizing work, deployment of personnel and allocation of assets on weekly, monthly, quarterly seasonal and annual bases depending on the projects, issues and other factors involved. Completed work is evaluated by superiors for overall effective use of personnel, equipment, materials, and methods to meet production, quality and service goals and critical standards. Management by a District Supervisor centers on the assigned geographical area of the County, but also the wants and needs of peer District Supervisors and Countywide customer service objectives. Subordinate supervisors and employees work within several different occupations and are further diversified by range of manual labor skill, i.e., unskilled, semiskilled and skilled. Work at this level is further characterized by the employee in this class typically having on-the-job experience in and knowledge of the trades and labor work involved in the functions managed, as well as the necessity to work through subordinate supervisors/crew leaders to accomplish work objectives.

Work is performed in offices and the field. There are requirements for the employee to travel to various work sites to either inspect work in progress and upon completion, or to resolve problems. District Supervisors inspect work and work sites which expose them to some dangers and risks and require light physical effort, including exposure to adverse weather, noise, dirt, grease, moving equipment and long periods of standing and walking and/or other forms of physical movement and effort.

EXAMPLES OF DUTIES: (Illustrative Only)

- Plans, prioritizes, schedules, reviews, modifies, coordinates, inspects and assesses road construction/maintenance, right-of-way services and other projects for assigned personnel and assets on short to mid range bases consistent with guidelines and with approval of higher authority, before or, as

appropriate, after execution.

- Advises and assists higher authority in administrative matters, such as budget development, and technical matters, such as problem definition.
- Manages assigned functions, personnel and assets through subordinate supervisors, providing guidance, policy interpretations, decisions, advice and assistance. Recommends, coordinates or approves major and minor changes in work crews and work efforts to meet objectives.
- Performs a full range of human resource management duties – serves as a management representative in official personnel functions; regularly oversees, participates in or conducts selection interviewing and employee counseling; recommends or initiates personnel actions; develops or supervises training and testing protocols; and advises and assists subordinate supervisors in their management of personnel.
- Helps plan for and coordinate or provide support to such large-scale special events as ethnic festivals, the Kemper Open golf tournament, 1st Night Montgomery, 4th of July fireworks.
- Analyzes work schedules; determines employee, equipment and material requirements, and methods to be used; plans work assignments considering trades or other employee groups involved, availability of employees and equipment, deadlines, and other work projects for which responsible.
- Organizes, coordinates, and directs the work activities and personnel of the units supervised by assigning and explaining work requirements to subordinate supervisors and setting deadlines and sequences of operations.
- Maintains balanced workloads for subordinate work groups/units, shifting work among subordinate units for most efficient operations.
- Reviews and analyzes production, cost and personnel utilization records to evaluate progress of work and to control or reduce costs; studies continuing problems and takes or recommends corrective action.
- Estimates time and materials, maintains complex records and prepares comprehensive reports, including cost-benefit assessments, and ensures that subordinates prepare and maintain appropriate work reports and administrative records.
- Operates tools and equipment of the unit, including engineering equipment.
- Interacts with officials, managers, supervisors, employees, vendors, the general public and special interest or community groups concerning programs, projects, complaints and other matters.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to manage large operating budgets and many subordinates through subordinate supervisors for efficient operations.
- Knowledge of and ability to technically oversee safe and effective operation of the tools and equipment of the work.
- Knowledge of engineering principles, practices, and techniques for the construction and maintenance of roads and such appurtenances as catch basins, pipe culverts, sidewalks, curbs, bridges, utilities and landscaping.
- Knowledge of roadway related standards of construction and supporting plans, specifications and drawings.
- Knowledge of laws, regulations, labor-management agreements and other guidelines governing human resource management in the County sufficient to manage the people of the organization.
- Knowledge of the procurement regulations and contract management to authorize work, approve payments and set unit policy.
- Knowledge of CDL laws and regulations.
- Knowledge of and skill in using computer software such as data bases, spreadsheets, and asset

inventory software.

- Skill in making time and material estimates, maintaining complex records and preparing comprehensive reports, including costs-benefits.
- Skill in written communication to effectively prepare and use written reports, guidelines and other materials.
- Skill in verbal communication to effectively exchange information with personal contacts.
- Interpersonal skill to establish and maintain effective working relationships with people from diverse backgrounds at different levels in a wide variety of situations.

MINIMUM QUALIFICATIONS:

Experience: Six (6) years of experience in highway general construction and maintenance or specialty construction/maintenance work, such as bridge and highway construction, at least three (3) years of which must have been in a supervisory capacity.

Education: An AA degree in Construction Management, Construction Technology, Civil Engineering, Structural Engineering or a related field.

Equivalency: An equivalent combination of education and experience may be substituted.

Physical Ability: Ability and willingness to work in the field in adverse weather and with some hazards, to move about uneven terrain and to perform physical tasks.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: April 1961

Revised: April 1974

December 1984

Classification Study: May 1991 (M)

Classification Study: November 2001 (M)

March 2004

Classification Study: May 2008 (M)

August 2013