

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

**Code No. 004030  
Grade 26  
FLSA: E**

**HIGHWAY CONSTRUCTION FIELD SUPERVISOR**

**DEFINITION OF CLASS:**

This is supervisory work of a paraprofessional engineering nature. Contacts are with attorneys, engineers, architects, contractors, developers, consultants, the general public, and related county personnel to exchange information, plan, and coordinate operational matters, resolve problems, and provide advice and/or guidance. Generally, contacts are of a cooperative nature, but require employees of this class to interpret and explain technical information, and resolve disagreements. An incumbent offers limited direct service or assistance to the public.

The employees in this class serve as supervisor for a group of paraprofessional employees involved in road, highway and related structures construction design and inspection by assigning work, providing technical direction, coordinating activities to ensure timely completion, and providing administrative direction and guidance. All employees in this class independently plan and carry out assignments based on overall policy and objectives, accepted engineering principles and practices, and available resources. The employee determines methods and reaches conclusions independently, and completed work is reviewed for effectiveness in meeting objectives. Guidelines, which include industry standards, State and county codes, regulations, and precedents that are not completely applicable to the work, as when assignments involve new or unusual situations. In such cases, employees must adapt, modify, and/or deviate from guides or recommend changes. The complexity of assignments performed by employees in that class is characterized by systematic analysis of steps, processes, and methods, and their impact upon the enforcement of existing codes, specifications, standards and public safety in regard to the construction of bridges, roads, and storm drainage systems. Efforts of these employees involve a thorough analysis of a variety of complex issues associated with managing and monitoring professional services contracts of major scope, expenditure, and effect, and impacts county-wide services, structures, and facilities. The employees divide their work time between the office and the field. While working in the field at construction sites, employees are occasionally exposed to hazards resulting from working near construction equipment, moving traffic, etc. The work requires occasional light physical effort such as long periods of standing; walking over rough terrain; bending, crouching and stooping; or lifting objects up to 50 pounds.

**EXAMPLES OF DUTIES: (Illustrative only)**

- Coordinates inspection of all sequences of highway construction work (i.e., plans and directs material tests of asphalt, concrete, sand, soil, brick, stone, gravel, paints, etc.; analyzes material test results to determine acceptability; prepares technical reports and position papers evaluating test results and material-related investigations; and monitors the activities and test results of private consultants); coordinates assigned projects and programs with a variety of internal and external entities, including but not limited to, utility providers, schools, transit organizations, law enforcement, fire, community groups, etc.
- Coordinates, manages, and implements all aspects of multiple complex capital improvement projects/programs, including managing multiple construction projects within time and budget objectives, contract administration and control, and/or quality assurance and control.

- Participates in planning, design, and/or construction phases from concept through completion, as built construction drawing creation, acceptance, and warranty close-outs, performs or monitors feasibility studies, design reviews, constructability planning, and ensures compliance with scope, budget, objectives, timelines, and other applicable factors.
- Monitors and utilizes pavement management system.
- Provides interpretation of and enforces codes, specifications, standards, and public safety in regard to the construction of bridges, roads, and storm drainage systems; makes recommendations related to strategic planning, program development and resource management for assigned section; plans assignment of work; ensures sufficient quantity and quality of work; and ensures uniform enforcement of codes; resolves disputes with contractors, conducting office and field reviews of proposed and approved engineering drawings as necessary; ensures submission of construction progress reports, reviews reports for adequacy of services, construction schedules, laboratory reports, and related areas; confers with structural and design engineers on contractor submitted items; reviews and approves design drawings, materials submittals, invoicing, etc.
- Participates in the development and support of construction contracts; provides specific contract technical requirements, clarification regarding scope of work, and develop methods and measurements of payment; assists with the evaluation of individual bid packages; recommends contract amendments and change orders for approval; reviews and recommends approval of cost of changes.
- Confers with contractors concerning plans, specifications, and quality of work performed; reviews monthly progress payment requests for conformance to contract and recommends payment of invoices; reviews consultant submittals during design phases for compliance with contract requirements and design criteria; participates in the design, engineering and planning phases of complex construction projects; performs construction feasibility reviews, estimating scope of work, and overseeing project permits, documents, construction plans and allocated budgets; reviews and creates field orders for and/or approves scope of work changes; coordinates and conducts project site inspections.
- Provides supervision, training and oversight for subordinate personnel; staffs projects with appropriate professional construction and consultant personnel and monitors performance; provides technical guidance and assistance; completes performance evaluations for assigned staff; and recommends disciplinary action, as needed.
- Prepares, or directs the preparation of, correspondence for signature of senior personnel in response to citizen inquiries and complaints, and reports and records of unit activities.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of the materials, methods, and practices of road and accessory structure and construction.
- Extensive knowledge of the pavement management field related to roadway conditions, repairs, strategies, design, and pavement condition index.
- Extensive knowledge of investigation and enforcement methods and procedures.
- Extensive knowledge of improper construction practices which result in faulty, substandard, or hazardous conditions.
- Extensive knowledge of the local, state, and federal codes, laws, and regulations impacting materials, construction standards, permitting, and contracts for roads and accessory structure projects.
- Knowledge of local, state, and federal design standards, specifications, guidelines, and requirements.

- Knowledge of construction project management involving scheduling and coordinating the interrelated component sequences of construction work using such methods as CPM (Critical Path Method), and project management related software and tools.
- Knowledge of highway construction concepts, principles, and practices in various fields of engineering and design.
- Knowledge of complex mathematics such as advanced algebra and geometry, as well as methods, equipment, and techniques relating to civil engineering.
- Knowledge of basic accounting and financial practices, and the application to project funding and budgets.
- Skill in the use of equipment such as transits and levels used to verify proper construction.
- Skill in oral and written communication to exchange technical and non-technical information.
- Ability to manage large scale and/or complex capital improvement projects from conception through completion.
- Ability to read and interpret engineering plans and specifications and convey their meaning to others.
- Ability to utilize contract management system for extensive construction documentation, quantity and payment review.
- Ability to plan, organize, direct, assign, and evaluate the work of paraprofessional and sub-professional engineering personnel.
- Ability to apply problem-solving techniques and basic engineering principles to the solution of problems.
- Ability to access and manipulate data utilizing computers and a variety of software.
- Ability to prepare technical reports.
- Ability to work with coworkers, contractors, engineers, and county employees to obtain, clarify, and provide information; to resolve problems or disputes; and to provide advice or guidance.
- Ability to independently perform field investigations and inspections in environments that present moderate discomforts and risks.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Extensive (5 years) experience in road and highway and related structures, materials and construction project management, inspection and enforcement, contract administration, and quality control.

**Education:** Associates of arts degree in construction management or related field appropriate to the assigned position.

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

**Physical Ability:** Must be able to exercise occasional light physical effort such as long periods of standing; walking over rough terrain; bending, crouching and stooping; or lifting objects up to fifty (50) pounds.

#### **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 six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam with Drug Screen.

**Class Established:** April 1988

**Revised:** August 1992 (M)

August 1999

January 2003 (M)

August 2013

June 2020 (M)

Medical Protocol per OMS Review: August 2022

**Formerly Titled:** “Highway Construction Field Supervisor II”