

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HIGHWAY CONSTRUCTION SUPERVISOR I

POSITION CODE: 18525
Effective: 10-16-74

DISTINGUISHING FEATURES OF WORK:

Under general supervision, directs and supervises labor lead works and workers engaged in work on a state highway construction project.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs, instructs and supervises labor lead works and workers in the proper operation of highway construction machinery such as motor graders, dirt loaders, concrete mixers, tractors, power shovels, belt conveyers, pneumatic rollers, asphalt distributors and other highway construction equipment.
2. Directs, instructs and exercises immediate supervision over labor lead works and workers in various classifications of skills on a highway construction project involving the following: bituminous, concrete and gravel surfacing, earthworks, culverts, bridges and drainage projects, bituminous undersealing and guard fencing.
3. Determines the number and classification of workers required to perform work expeditiously and economically.
4. Makes daily reports showing labor hours, equipment hours, materials used, quantities of work completed, items of expense and the distribution of these costs to the proper pay items.
5. Directs the preparation of withholding certificates and other documentations for all hourly workers employed on each project.
6. Directs and assists lead works and mechanics in the repair and overhaul of highway equipment and machinery.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires two years of experience on highway construction work.

Knowledges, Skills and Abilities

Requires working knowledge in the use of construction materials and equipment.

Requires ability to plan, lay out and supervise the work of a construction crew.

Requires ability to supervise and direct efficient and economic construction work and in the use of workers, materials and equipment.

Requires ability to estimate material requirements for work.