

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HIGHWAY CONSTRUCTION SUPERVISOR II

POSITION CODE: 18526
Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under general direction, directs and supervises several highway construction projects as assigned by the operations superintendent; assigns and evaluates subordinates' work; prepares and signs performance evaluations; promotes good work performance; approves time off; recommends and imposes discipline; adjusts grievances.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs and supervises highway construction projects embracing bituminous, concrete and gravel surfacing, earthworks, culverts, bridges and drainage works.
2. Determines the methods and procedures to be used from plans, specifications and job site inspections; may request change in engineering plans and make minor constructional deviations from blueprints to facilitate the completion of the overall project.
3. Determines the scope of work, material and equipment requirements for each project.
4. Expedites delivery of materials and supplies; arranges for contractual services to furnish and handle special materials or to furnish equipment.
5. Selects and assigns supervisory personnel for each project and instructs them in specific details on how the work is to be accomplished.
6. Directs, instructs, and supervises the proper use of various types of highway construction equipment.
7. Supervises and instructs leadworkers and mechanics in the repair and overhaul of highway equipment or machinery, ordering repair parts when necessary.

HIGHWAY CONSTRUCTION SUPERVISOR II (Continued)

8. Lays out work from engineers' plans and surveys, reference points and grade stakes, using engineers' levels, level rods, tapes and chains as required.
9. Supervises the inspecting of and inspects work in progress and upon completion to obtain adherence to plans, specifications and special provisions.
10. Coordinates highway construction operations with railroads and other public utilities.
11. Determines methods for computing costs of new materials, or new methods of procedures; prepares special reports to engineering supervisors.
12. Meets and consults with engineering administrative supervisors giving practical engineering views to assist in the development of new methods of construction.
13. 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 supervisor experience on highway construction work.

Knowledges, Skills and Abilities

Requires working knowledge of practical mechanics, limited surveying and engineering computations.

Requires ability to interpret plans, estimate material requirements, organize and efficiently utilize workers, construction materials and heavy construction equipment.

Requires ability to undertake and organize work; establish work procedures and methods.

Requires ability to lay out work, supervise and direct leadworkers in performance of work, including the operation and upkeep of equipment.

Responsible for determining how to accomplish work safely oftentimes under traffic conditions.

Requires possession of an appropriate valid driver's license.