

Alternative Job Titles

Road Maintenance Manager/Supervisor, Local Roads Supervisor, Public Works Director, Maintenance Superintendent, Maintenance Chief

Job Description

A Road Maintenance Manager is responsible for oversight of maintenance activities in a given administrative district, including overseeing roadway repair, maintenance, and improvement projects, winter maintenance operations, and facilities and asset management. The Maintenance Manager supervises maintenance staff; roadway monitoring, inspection, and permitting processes; disaster and emergency response; and roadway inspection and hazardous materials procedures. As such, execution of duties has a direct impact on the safety of both maintenance workers and the traveling public. Maintenance Managers provide leadership on road safety promotion by means of maintenance activities and practices. Safety-related competencies include knowledge of systemic safety principles to assess risk, develop safety plans, and promote, implement, and evaluate maintenance impacts on road user safety. Duties include:

- Identify hazards and control measures for maintenance activities.
- Develop incident management and other safety plans based on risk assessment, incorporating knowledge of safety regulations and compliance measures.
- Ensure effective traffic control techniques are in place to safeguard workers and those passing through a work zone or site during maintenance activities.
- Implement effective road safety countermeasures through maintenance activities.
- Ensure maintenance staff are able to identify, report, and/or remediate road safety deficiencies.
- Promote a positive organizational safety culture.

Knowledge Requirements

- Roadway/Shoulder/Winter/Bridge/Culvert Maintenance Practices
- Traffic services, including pavement markings, guardrails, MUTCD
- Heavy Equipment Operations
- Equipment Maintenance Practices
- Budgeting/Cost Control; Asset Management
- Health, Safety & Environmental Policies and Compliance
- Hazard & Risk Analysis
- Safety Culture Promotion
- Safety Countermeasures

Required Skills & Abilities

- Project Management/Supervision
- Written and Oral Communication
- Organizational Skills
- Time and Task Management Skills
- Teamwork
- Problem Solving
- Interpersonal & Conflict Resolution
- Leadership

Technical Skills Requirements

- Maintenance management software
- Microsoft Office Applications

Education & Work Experience

- A combination of education and work experience is generally accepted.
- A Bachelor's or Master's degree may be required for some senior positions.
- Additional specific certifications or licenses may be required by employers (e.g. Certified Public Works Supervisor)