



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 2034

---

**HIGHWAY MAINTENANCE COORDINATOR**

GRADE O

**SCOPE OF WORK:**

Work activities involve the coordination of highway maintenance activities within a district of the Department of Transportation. Positions are the highest in the district regarding maintenance and incumbents report directly to the district engineer.

**DUTIES PERFORMED:**

- Develop policies and procedures for district maintenance operations.
- Assist district engineer in development and implementation of administrative and operational policies and procedures.
- Prepare and execute district maintenance budgets.
- Prepare, implement, and modify, as required, a district plan for snow and ice control.
- Provide information and assistance to political subdivisions, staff, and the general public regarding maintenance issues.
- Analyze and recommend solutions to unanticipated maintenance problems.
- Develop and implement a district-wide plan for employee utilization, safety and training needs, and equipment needs.
- Develop and implement long-range district maintenance programs.
- Assist district engineer in development of long-range construction and maintenance programs.
- Directly supervise Highway Maintenance Superintendent and indirectly manage highway maintenance crews.
- Responsible for overall district operations in absence of district engineer and assistant district engineer.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
---

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree with a major in civil engineering, construction engineering or construction management, and five years of supervisory or management experience that required the knowledge and skill to manage staff involved in diverse work activities or to coordinate various phases of maintenance or construction projects.

Eff. Date: 04/92

Rev: 02/94 – Changed minimum qualifications to allow TE II

Rev: 03/96 – Changed minimum qualifications to expand education and specify knowledge and skill requirement

Rev: 07/12 – Conversion to Hay System