



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 8060

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**HIGHWAY MAINTENANCE SUPERINTENDENT**

**GRADE N**

Individuals assigned to positions in this class are responsible for planning and directing the maintenance of state highways and related facilities within a Highway Department District. Responsibilities include planning and directing the activities of district maintenance personnel and evaluating activities to ensure compliance with goals and objectives. Assists in the preparation of the district maintenance budget. Monitors daily activities and work progress. Makes recommendations for maintenance activities. Organizes and directs special projects and emergency work. Performs other duties as assigned.

Responsibilities associated with this class consist of duties that may vary depending on circumstances and require some modification of procedures, processes, or methods to accomplish duties involved. Decisions involve analysis of the circumstances to determine tasks involved and appropriate modification to procedures, processes, or methods to accomplish the tasks. Guidelines are provided but require the use of judgement in selecting and applying those most appropriate. Management responsibility includes directing the work of others involved in activities of the same or similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions of decisions made in conjunction with others.

**MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:**

Requires an associate degree in engineering technology and ten years of highway experience. Five years of the experience must have included supervision duties.

The employing agency, at its discretion, may substitute paraprofessional or technical work experience for a formal education requirement. The amount and type of work experience that can be substituted will be defined by the employing agency at the time of recruitment.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the processes, procedures, and methods needed to perform duties associated with planning and directing highway maintenance activities. Requires

considerable specialized knowledge, skill, and ability generally acquired and developed through formal education, training, and/or relevant work experience in duties very similar in type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

Eff. Date: 10/74

Rev: 01/88 – Grade review

Rev: 11/89 – Grade review

Rev: 09/90 – SPB action; grade review

Rev: 03/00 – Word processing conversion

Rev: 07/12 – Conversion to Hay System