

## PAVING SUPERVISOR

### DEFINITION

Plans, directs, and supervises the grading and surfacing work performed by paving department personnel.

### TYPICAL DUTIES

Plans, organizes, coordinates, and directs the District grading and surfacing program.  
Confers with District administrators, District personnel, and community members regarding logistical issues and special problems.  
Determines scope of work to be performed and the types of surfaces to be used in paving work.  
Estimates material and labor costs.  
Supervises the preparation of drawings and specifications for the installation of asphaltic concrete.  
Prepares requests for the letting of maintenance contracts.  
Coordinates the activities of contractors with school administrators.  
Develops contracts and establishes standards and specifications for asphalt surfacing under force account and for contract work.  
Supervises the inspection of ongoing contract work and authorizes payment.  
Provides technical advice to Area Maintenance and Operations Directors and school administrators regarding paving activities.  
Consults with and advises private companies on the design and development of asphaltic concrete mixtures.  
Approves job tickets for equipment and material.  
Conducts studies of experimental surfaces and maintains records of costs, maintenance, and performance.  
Conducts investigations to determine reasons for surfacing problems, and acts as a technical expert in legal cases and hearings.  
Supervises the processing of documents, including invoices, time reports, and personnel assignments.  
Prepares departmental budget requests for the paving department.  
Develops and maintains a long-range plan for the repaving of asphalt concrete surfaces.  
Prepares a variety of reports.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Paving Supervisor plans, organizes, coordinates, and directs the installation and repair of asphaltic concrete and other surfacing in the District and supervises employees in the paving department.

An Assistant Director, Central Facilities Services, supervises an assigned portion of Central Facilities Services or one of its satellites. The preponderance of functions and personnel are involved in equipment maintenance, as contrasted with building and grounds maintenance.

An Earthwork and Paving Inspector inspects ground improvements for compliance with plans, specifications, contract documents, and applicable State and local ordinances, codes, and regulations.

### SUPERVISION

General supervision is received from an Assistant Director, Central Facilities Services. Supervision is exercised over Earthwork and Paving Inspectors and other paving department personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Practices, materials, and equipment used in the construction, maintenance, and repair of surfaced grounds
- Material and labor costs for grading and surfacing work
- Planning and programming methods, including standards of performance and material requirements as applied to surfacing and grading work
- Proper use of heavy grading equipment
- Pertinent safety orders issued by the California Division of Industrial Safety
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

### Ability to:

- Effectively supervise, train, and evaluate employees
- Plan and direct a District-wide grounds grading and surfacing program
- Determine work priorities and prepare schedules
- Estimate time and material costs involved in grounds work
- Maintain records and prepare reports on a computer
- Work effectively with school administrators, contractors, and crafts personnel

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency at the high school level, preferably supplemented by courses in supervision, organization, management, and communications.

### Experience:

Four years of experience in grading and surfacing grounds or roads.

### Special:

A Maintenance Planner Training Program Certificate must be obtained by the end of the probationary period.

A valid California Driver License.

Use of an automobile.

Employment is subject to medical clearance and pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

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GM