



**MAINE TURNPIKE AUTHORITY**  
**Job Description**

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**Job Title:** Director of Highway & Equipment Maintenance      **Department:** Highway & Equipment Maintenance  
**Pay Range:** Management/Confidential 24      **FLSA Status:** Exempt  
**Reports To:** Chief Operations Officer

**Summary**

Reporting to the Chief Operations Officer, the Director of Highway & Equipment Maintenance directs roadway and fleet maintenance for the Maine Turnpike Authority (MTA) and ensures overall maintenance objectives are met, consistent with MTA goals and objectives. The Director manages the Highway and Equipment Maintenance Departments and workforce in the operation, preservation, and improvement of MTA's 650 lane miles of roadway, rights-of-way, and structures including over 400 pieces of equipment and 185 bridges. Director oversight responsibility includes planning, directing, administering, and supervising MTA highway and equipment maintenance operations as well as overall maintenance of MTA roadways, bridges, drainage structures, maintenance equipment and vehicles to ensure smooth, continuous operations for MTA customers.

**Essential Job Functions**

**These functions reflect management's assignment of essential duties; it does not prescribe or restrict all the tasks that may be assigned.**

- Responsible for planning, directing, administering, and supervising MTA maintenance and equipment operations.
- Manages winter maintenance operations to include developing policies, standard practices and procedures, as well as developing and delivering needed training, and providing guidance before, during and after storms and other situations affecting the roadways and/or MTA property and maintenance facilities.
- Ensures the MTA has an efficient, productive, and safe maintenance workforce through appropriate staffing levels, supervision, performance management, delegation of work assignments, review of work product, allocation of resources, and provision of employee feedback.
- Determines and justifies staffing levels, prepares content for job descriptions, develops processes, and selects staff within Highway & Equipment Maintenance Departments.
- Oversees subcontractors engaged in planning and executing work procedures, interprets plans and specifications, and coordinates various phases of highway and bridge maintenance in order to minimize disruption to the traveling public while creating an atmosphere of safety, quality workmanship, and protection of the environment.
- Prepares and ensures adherence to the annual maintenance departments budgets; prioritizes and works with other department heads and Chief Operations Officer to re-allocate funds if needed.
- Recommends acquisition of, maintains and manages a reliable and efficient fleet to build and maintain MTA's transportation system, which includes procedures for fleet management, utilization, acquisition and disposal, and emergency management.
- Investigates and analyzes issues, problems and programs, including use of technology, pertaining to highway, bridge and equipment maintenance, and subsequently develops and implements solutions and programs as required.
- Determines departmental training needs of employees in conjunction with other departments and coordinates with Human Resources to implement.
- Answers inquiries and resolves complaints regarding field and roadway maintenance operations.
- Provides assistance and support to MTA's Engineering and other departments and consultants to develop, plan and implement needed capital and reserve maintenance projects.
- Implements policies and initiatives in support of MTA goals and objectives, interprets MTA policies to workers, and enforces safety regulations.
- Performs other special projects and duties as assigned.



**To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations under applicable law may be made to enable qualified individuals to perform these essential functions.**

### **Supervisory Responsibilities**

- Directs subordinates in the Highway and Equipment Maintenance Departments, including a Deputy, Project Engineer, 3 supervisors and 9 foremen who collectively direct 110 full-time and seasonal employees in Highway and Equipment Maintenance Departments.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Interviews and trains employees; plans, assigns and directs work; appraises performance; rewards and disciplines employees; motivates workers to achieve goals, addresses complaints and resolves problems.

### **Position Qualifications**

- Bachelor's degree in Civil Engineering, Public Administration or related field.
- Professional Engineer (PE) Licensure in State of Maine preferred.
- 10+ years' experience required in any of the following disciplines: public works, public works construction and design, public works winter maintenance practices, or related experience.
- 5+ years' experience in a supervisory role required including supervising snow and ice control on a public roadway system strongly preferred.
- Possess and maintain a valid and unencumbered State of Maine Class C driver's license; accompanied by a thorough knowledge of motor vehicle laws, rules and regulations governing the use of the Turnpike.
- Experience developing and managing budgets required and working in a union environment.
- Considerable knowledge of the investigation, design and construction of highways, bridges, and structures as a basis for proper maintenance; and possess considerable knowledge of equipment maintenance and programs of preventive maintenance.
- Ability to maintain effective working relationships with a variety of individuals and interest groups.
- Proficiency in MS Office; experience with timekeeping and road/weather information software preferred.
- Demonstrated skills in customer service and public relations required.
- Ability to evaluate public works functions and draw conclusions to improve systems and functions.
- Ability to comprehend and administer state laws and regulations, including but not limited to Department of Labor, Occupational Safety & Health, Federal Motor Carrier Administration, Environmental Protection Agency as well as the current Manual Uniform Traffic Control Devices.
- Demonstrated knowledge of winter maintenance operations including modern practices and familiarity of equipment and materials used for snow removal and ice control on a major highway.
- Ability to manage department budget and finances, including analysis and assessment of a variety of financial reports, projections, traffic and use data, and trends analysis.
- Ability to work with fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to deal with problems involving multiple variables in non-standardized situations.
- Ability to exercise sound judgement, make decisions, and meet goals and objectives required.
- Demonstrated ability to recognize the need for procedural or operational changes and to inform COO of same.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; and ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, survey charts etc.) in its most difficult phases.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, to read, analyze, and interpret complex documents including but not limited to engineering plans and specifications; and ability to write detailed reports and correspondence, and to respond effectively to sensitive inquiries or complaints.



- Excellent written and verbal communication skills, including ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and boards of directors.

**Working Conditions/Physical Demands**

- Prolonged periods of sitting at a desk and working on a computer and the ability to focus.
- Requires close visual acuity and ability to adjust focus quickly.
- Frequently required to stand, communicate, and listen intently.
- Often required to walk, use hands to manipulate, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl.
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Professional office work environment with regular travel to other work sites where there may be exposure to outside weather conditions and/or locales with mechanical equipment that may emit fumes.
- Requires driving during inclement weather as a function of monitoring crews during winter storms and major incidents.
- Normal hours of work are eight (8) hours per day, forty (40) hours per week, Monday to Friday; and subject to some non-routine hours.
- Requires ability to respond 24-hours a day, seven days a week, and must be available to come in early or work late on occasion, including weekends, especially during winter storms or major incidents.
- Requires ability to travel regularly to MTA sites (up to 50% of time).
- Requires ability to travel.