



## MAINE TURNPIKE AUTHORITY Job Description

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<b>Job Title:</b>	Deputy Director of Highway Maintenance	<b>Department:</b>	Highway Maintenance
<b>Pay Range:</b>	Management/Confidential 21	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Director of Highway & Equipment Maintenance		

### **Summary**

The Deputy Director of Highway Maintenance supports the Director of Highway & Equipment Maintenance in preserving the integrity of and enhancing the Maine Turnpike Authority's roadway infrastructure. This position provides senior-level leadership and operational oversight for the management, preservation, and improvement of MTA's 650 lane miles of roadway, rights-of-way, and 182 bridges. The Deputy Director serves as a strategic partner to the Director, driving operational excellence, workforce development, safety compliance, regulatory adherence, and long-range infrastructure planning to ensure the safe, efficient, and uninterrupted movement of MTA's traveling customers.

### **Essential Job Functions**

These functions reflect management's assignment of essential duties and do not prescribe or restrict all tasks that may be assigned under the department director.

#### *Operational Leadership & Administration*

- Assumes full operational responsibility for planning, directing, administering, and supervising all MTA Highway Maintenance operations in the absence of the Director.
- Oversees supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating highway and bridge maintenance activities to minimize disruption to the traveling public.
- Establishes, reviews, and adjusts work procedures and schedules to meet production and completion deadlines while maintaining quality standards and safety practices.
- Leads continuous improvement initiatives to evaluate and enhance operational processes, equipment use, and workforce efficiency across the highway maintenance department.
- Coordinates with other MTA departments — including Equipment Maintenance, Engineering, Building Maintenance, and Traffic Operations — on matters of shared interest, including traffic control, signage, infrastructure repairs, and project planning.
- Confers with supervisory and engineering personnel, inspectors, and material/equipment suppliers to resolve maintenance challenges and improve construction and repair methods.

#### *Infrastructure Planning & Project Management*

- Recommends and prioritizes maintenance repairs; coordinates supervision of resulting projects from initiation through completion, ensuring work conforms to specifications, schedules, and cost targets.
- Inspects work in progress to verify that workmanship conforms to applicable specifications, safety standards, and MTA quality benchmarks.
- Reviews plans and specifications prepared by in-house and consultant engineers for a variety of maintenance and repair projects, including projects going out to competitive bid.
- Leads or actively participates in the development, implementation, and ongoing management of an Asset Management and Work Order System in partnership with the Equipment Maintenance and Engineering departments; provides training to department personnel on proper system use and monitors process compliance.



- Assists in identifying capital improvement needs and contributes to long-range infrastructure planning in coordination with engineering and senior leadership.
- Supports the evaluation and development of equipment and vehicle purchase recommendations in partnership with the Deputy Director of Equipment Maintenance.

#### *Winter Maintenance & Emergency Operations*

- Leads the planning and execution of winter maintenance operations, including development of policies, standard operating procedures, training programs, and operational protocols for storm events and other roadway emergencies.
- Provides on-call guidance and decision-making support before, during, and after winter storms and other emergency situations affecting MTA roadways, facilities, or maintenance property.
- Serves as a senior point of contact for 24/7 emergency response coordination; required to respond at any hour as conditions demand, including weekends and holidays.
- Maintains and updates the department's winter maintenance readiness plans and coordinates pre-season equipment and materials readiness with the Equipment Maintenance division.

#### *Budget & Financial Management*

- Assists in the preparation of the annual operating budget, including the development of cost projections for labor, materials, equipment, and contracted services.
- Monitors departmental budgets and manages tasks and projects to stay within allotted budget amounts; reviews progress reports, materials used, and costs; and controls expenditures within project budget limits.
- Collects, analyzes, and interprets financial and operational data to support decision-making, cost control, and reporting to leadership.
- Prepares and presents periodic written reports concerning maintenance activities and expenses, including proposed work cost projections and interim and completion project reports.

#### *Workforce Development & Human Resources*

- Works with senior management and Human Resources to define organizational structure, outline position requirements, and manage the full employment lifecycle including interviewing, onboarding, performance appraisal, discipline, and conflict resolution.
- Develops and delivers employee training programs in coordination with HR and department supervisors, including safety training, equipment operation, regulatory compliance, and technical skills development.
- Motivates, coaches, and mentors supervisory staff to foster a culture of accountability, safety, and continuous professional development.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are clearly defined, communicated, and understood.

#### *Regulatory Compliance & Safety*

- Ensures department operations comply with all applicable state and federal regulations, including but not limited to the Department of Labor, OSHA, Federal Motor Carrier Administration, EPA, and the Manual on Uniform Traffic Control Devices (MUTCD).
- Promotes and enforces a culture of workplace safety and environmental stewardship; identifies and mitigates safety risks in highway maintenance operations and work zones.



- Works with Engineering on the design, interpretation, and installation of permanent and temporary MTA signage in compliance with MUTCD standards.
- Recognizes the need for procedural or operational changes and communicates recommendations to appropriate parties in a timely manner.

**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**

- Currently supervises a project engineer, three subordinate Highway/Equipment Maintenance supervisors who collectively supervise 6 forepersons and 105 employees.
- 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 a related field required; or a combination of directly relevant work experience and education may be considered in lieu of a degree.
- Minimum of 7 years of experience required in any of the following disciplines: public works, public works construction and design, public works winter maintenance practices, or related experience.
- Minimum of 5 years in a supervisory role required; supervising snow and ice control on a public roadway system 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.
- Considerable knowledge of the investigation, design and construction of highways, bridges, and structures as a basis for proper 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 software preferred; Blue Beam and MS Access knowledge helpful.
- Will be responsible working with the engineering department in regards to the development and implementation Asset Management/Work Order System that is anticipated to be utilized by both departments. Provides training to department personnel on the proper use of the system and provide updates and check processes and protocols on the use of the system.
- Demonstrated skills in customer service and public relations.
- Ability to evaluate public works functions and draw conclusions to improve systems and functions.
- Capable of managing department budget and finances, as well as analyzing and assessing a variety of financial reports including projections, traffic and use data, and trends analysis.
- 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.
- Considerable 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 read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Thorough knowledge or work zone safety practices and procedures.



- Ability to write routine reports and correspondence and to speak effectively before groups and vendors, patrons, and employees.
- Ability to apply common sense and acquired knowledge to carry out instructions furnished in written, verbal or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Considerable ability to exercise judgment and discretion in the application of policies and procedures.
- Demonstrated ability to recognize the need for procedural or operational changes and to inform appropriate parties or persons.

**Working Conditions/Physical Demands**

- Prolonged periods of sitting at a desk and working on a computer.
- 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 other emergencies.
- Standard schedule: Monday through Thursday, 6:00 AM to 4:30 PM; subject to non-routine hours as operational needs require.
- Must be available to respond 24 hours a day, 7 days a week; must be available to work early, late, or on weekends, particularly during winter storms or major incidents.