



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

**TITLE:**                    **HIGHWAY MAINTENANCE TECHNICIAN**  
(Provisional\* Appointment)

**SALARY:**                \$36,557 – 46,363 annually

**LOCATION:**              Monroe County Department of Transportation

**JOB SUMMARY:**

This position is responsible for overseeing the purchases, inventory and usage of highway, bridge and culvert materials in related computer software. Duties include providing cost summaries and work activity reports based upon data entered. Duties also include tracking the movement of shared equipment to various job sites and ensuring regularly scheduled maintenance and necessary repairs. The employee reports directly to, and works under the general supervision of a General Foreman or other higher-level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent experience evaluating the needs of construction equipment repair, cost and materials and one (1) year paid full-time or its part-time equivalent experience utilizing computer databases\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent experience in the operation of heavy motor equipment such as pavement stripers, bulldozers, graders, or rollers and one (1) year paid full-time or its part-time equivalent experience utilizing computer databases\*; OR,
- (C) Three (3) years paid full-time or its part-time equivalent experience as defined in (A) or (B) above and (1) year paid full-time or its part-time equivalent experience utilizing computer databases\*\*; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*\*NOTE: Experience utilizing computer databases can be obtained as part of the required work experience listed in Section A or B above, or as part of work experience in another position.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Class \*B\* Commercial Driver's License (CDL).

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** March 15, 2021

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.