



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **HIGHWAY MAINTENANCE MANAGER**
(Provisional* Appointment)

SALARY: \$50,865 - \$64,509 annually

LOCATION: Monroe County Department of Transportation

JOB SUMMARY:

This is a project management position in the Monroe County Department of Transportation responsible for overseeing the County highway maintenance program for an assigned district. The maintenance program is accomplished with town or contract forces. Work involves creating annual project agreements, monitoring work progress and project costs, determining project priorities and setting schedules. The employee works closely with town highway personnel to coordinate project schedules, and oversee the work of town work crews and contracted staff. The employee reports directly to and works under general supervision of a senior-level engineering position. 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 a Bachelor's degree in Engineering Science, Civil Engineering or Civil Engineering Technology plus two (2) years paid full-time or its part-time equivalent experience in civil engineering or construction that involved the review or development of plans and specifications for highways or public utilities construction projects, or in the construction, maintenance and repair of public utilities, roads or highways, which, in either capacity, must have involved supervision of staff, or coordination or oversight of projects, or project management, or lead supervision, or directing or overseeing the work of others; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Engineering Science, Civil Engineering, or Civil Engineering Technology, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above, two (2) years of which must have involved supervision of staff, coordination or oversight of projects, or project management, or lead supervision, or directing or overseeing the work of others; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above, two (2) years of which must have involved supervision of staff, or coordination or oversight of projects, or project management, or lead supervision, or directing or overseeing the work of others; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

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: May 26, 2020

Posting Deadline: June 26, 2020

*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.