

SUPERINTENDENT OF HIGHWAYS

Code No.: 6-19-008

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for the repair and maintenance of town highways, roads, storm sewers and drainage systems, and for snow and ice removal. The employee reports directly to and works under general supervision of the Director of Public Works or Town Board, with wide leeway allowed for initiating and planning work. General supervision is exercised over Highway Department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises the maintenance and repair of town highways, roads, storm sewers, catch basins and manholes;

Supervises the construction, maintenance, repair and cleaning of sluices, culverts, drainage ditches, sidewalks, roads and the installation of new roads and subdivisions to be dedicated;

Supervises the removal of snow and ice from town roads and sidewalks;

Plans and schedules daily work assignments and designates work crews;

Directs the cleaning, painting and maintenance of road equipment and real property;

Recommends the purchase of heavy equipment necessary for the operation of the department;

Purchases gravel stone, asphalt, pipe and repair parts;

Develops and monitors the budget for the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods and techniques of street maintenance and repair; thorough knowledge of methods and techniques of storm sewer maintenance and repair; thorough knowledge of the use, care and maintenance of road construction and maintenance equipment and tools; good knowledge of methods and techniques of snow and ice removal; good knowledge of budget preparation and control; working knowledge of street and storm sewer construction; supervisory ability; ability to work from detailed plans, specifications and rough sketches; ability to designate and schedule work crews; ability to determine supply needs for the department; ability to establish and maintain

effective professional relationships; integrity; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Civil Engineering and three (3) years of experience in the construction and maintenance of roads or streets, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Civil Engineering and five (5) years of experience in the construction and maintenance of roads or streets, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in the construction and maintenance of roads or streets, two (2) years of which shall have been in a supervisory capacity.

NOTE: Where the minimum educational requirement is not met, additional experience may be substituted on a year-for-year basis.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: May 27, 1977

REVISED: February 28, 1980

REVISED: April 15, 1993