

DEPUTY SUPERINTENDENT OF HIGHWAYS

Code No.: 6-04-004
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position in a town highway department involving responsibility for the repair and maintenance of town highways, roads, storm sewers, drainage systems and other highway components, for snow and ice removal, and for landscaping and the upkeep of parks and other town property and trees. The work is performed under the direct supervision of the Superintendent of Highways or other high-level staff person. Direct supervision is exercised over highway department personnel. Incumbent may be required to be on twenty-four (24) hour call seven (7) days per week. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Superintendent of Highways or other high level staff person in the supervision of cleaning, maintenance, repair and construction activities of the department;

Supervises the removal of snow and debris and the control of ice and other hazardous conditions on town roads;

Supervises the work force on a daily basis, scheduling work assignments, designating work crews and handling personnel problems;

Makes budget recommendations, and assists in controlling expenditures for department projects and budgeted items;

Assists in the purchase of items necessary for the functioning of the department, such as salt, gravel, pipe, automotive parts, equipment and tools;

Acts as liaison between town and constituents to resolve citizen complaints concerning highways and their related components;

Directs tree planting, maintenance, and removal operations;

Assists in the administration of charge back programs, and state and county financial aid programs;

May act as Superintendent of Highways in designates absence;

May assist the town in union contract negotiations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of methods and techniques of road maintenance and repair; good knowledge of methods and techniques of storm sewer maintenance and repair; good knowledge of methods and techniques of snow and ice removal; good knowledge of efficient management methods and techniques; working knowledge of the use, care and maintenance of highway department equipment and tools; working knowledge of methods and

techniques of tree planting, maintenance and removal; working knowledge of street and storm sewer construction; working knowledge of the principles of budgeting and budget control; working knowledge of record keeping procedures; ability to supervise effectively; ability to communicate well with town officials, citizens, and highway department staff; ability to efficiently plan work and schedule work crews; ability to work within budget guidelines; ability to determine supply needs for the department; ability to maintain records; ability to establish and maintain effective professional relationships; ability to follow directions and plans; integrity; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State regular college or university with a Bachelor's degree and one (1) year of experience in the construction and maintenance of roads, sewers, drainage systems or other related components, and in landscaping, and one (1) year of supervisory experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of experience in the construction and maintenance of roads, sewers, drainage systems or other related components, and in landscaping, and one (1) year of supervisory experience; OR,
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the construction and maintenance of roads, sewers, drainage systems or other related components, and in landscaping, and one (1) year of supervisory experience; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and C).

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

SPECIAL REQUIREMENTS: Candidates may be required to have a valid New York State Class *3* Operator's license at the time of appointment. Candidates may be required to pass a physical examination at the time of appointment.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

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: March 11, 1976

REVISED: March 24, 1983