

ASSISTANT SUPERINTENDENT OF ROAD MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible assisting the Superintendent of Road Maintenance in planning, directing and implementing the Road Maintenance division's maintenance and repair activities on the County's highways, bridges and the necessary motorized equipment. Responsibility includes overseeing the maintenance and repair of the County's road system including snow removal, drainage, traffic signing and pavement markings for over 100 miles of roads and 156 bridges. Work also entails coordinating work activities with municipal officials and private contractors, scheduling personnel and equipment, and using independent judgment in implementing New York State Department of Transportation laws and County policies. Supervision is exercised over a large number of maintenance and laboring personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists with and plans, directs and supervises the maintenance and repair of County roads to ensure compliance with highway laws, design safety and to maintain acceptable levels of service;

Confers with supervisors to determine project priorities and assigns work to effectively and efficiently allocate resources of staff and material;

Confers with governmental agencies, the general public, and contractors regarding complaints, safety, accidents, construction, maintenance, etc.; implements corrective measures as necessary;

Coordinates the issuance of road opening permits and building approvals by reviewing engineering plans and recommending changes as necessary;

Participates in the selection and development of division employees by assisting in recruitment efforts, and in directing the training of division employees;

Supervises and requisitions materials and supplies to ensure proper quantity and quality of inventory;

Confers with law department representatives, outside law firms and governmental agencies relating to legal claims against the County; attends examination-before-trial hearings and represents the Department in court proceedings, as needed;

Reviews engineering plans and consults with the engineering division regarding proposed construction and improvements to County roads;

Assists with and directs the operation of the automotive shop assigned the department to monitor the repair and maintenance of vehicles, as well as the maintenance of an inventory to meet shop needs;

Assists with and plans and prepares the annual budget for the Road Maintenance division, including the equipment budget;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists with and prepares reports and maintains required records;

Assists with and coordinates the snow removal program;

Assists municipal highway superintendents with road maintenance problems and provides advice;

Supervises bridge repairs and maintenance;

Inspects and supervises cleaning and preventive maintenance programs;

Acts for Superintendent in his/her absence;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of highway engineering, both construction and repair; thorough knowledge of soils engineering as it applies to roadbeds, drains, etc.; thorough knowledge of road construction materials and equipment; ability to lay out work for and supervise others; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential tasks of the position; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Engineering and four years of road/traffic design, construction, or maintenance experience which must have included two years of experience in a supervisory capacity above foreman level; or (b) an Associate's Degree* in an engineering technology and six years experience as in (a) including two years of supervisory experience above the foreman level; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.