

ASSISTANT TOWN SUPERINTENDENT OF HIGHWAYS

GENERAL STATEMENT OF DUTIES: Under general direction, assists the Town Superintendent of Highways in supervising the maintenance, repair and reconstruction of all town roads and highways; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory and administration position involving responsibility for the maintenance, repair, resurfacing and reconstruction of all town roads and highways and for the care and maintenance of all highway equipment. Supervision is exercised over a large number of employees including skilled, semi-skilled, and unskilled personnel.

EXAMPLES OF WORK: (Illustrative Only)

Directs the work of all employees of the Highway Departments;

Directs the resurfacing of roads as well as the grading and seeding of shoulder areas;

Directs the laying of stone curbing;

Directs the repair and construction of catch basins, manholes, and culverts;

Directs and supervises snow removal and sanding operations on State, County and Town roads, within the Town limits;

Lays out and stakes grades on all new town highway improvements;

Inspects driveway openings prior to authorizing the issuance of a permit to enter highway;

Designs minor drainage projects and supervises construction of storm drains, culverts, etc.;

Prepares bids for supplies and equipment costing \$1,000 or more;

Determines acceptable bids;

Supervises the preparation of time and equipment records and all departmental reports;

Confers with Superintendent on major problems.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern highway construction, maintenance and repair, materials and equipment; good knowledge of the principles underlying the management of a municipal highway department; administrative ability; ability to understand and carry out complex oral and written instructions; ability to plan, layout and direct the work of others; ability to get along well with others; industrious; initiative; tact; courtesy; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and (7) years of experience in road construction and/or maintenance, civil engineering or related activities, including or supplemented by two (2) years of supervisory work; or (b) graduation from a recognized college with a degree in civil engineering and three (3) years of experience as stated in (a) including the specialized experience or (c) a satisfactory equivalent combination of the foregoing training and experience.