

DEPUTY TOWN SUPERINTENDENT OF HIGHWAYS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Town Superintendent of Highways, this is a responsible administrative and supervisory position that involves assisting the Superintendent in the maintenance, repair, re-surfacing and reconstruction of all town roads and highways, and for the care and maintenance of all highway equipment. Supervision is exercised over all subordinate employees of the highway department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Town Superintendent of Highways in formulating policies and priorities for the highway maintenance and repair program;

Supervises the maintenance and repair of all Town roads, bridges, drains and highways, including on-the-job inspection;

Supervises snow removal and sanding operations on State, County and Town roads;

Responsible for the care and maintenance of all highway equipment;

Supervises all persons in the highway maintenance and repair work;

May prepare payrolls and reports;

Attends to all complaints that involve the Town's road system;

Acts generally for and on behalf of the Town Superintendent of Highways in his/her absence;

Uses computer applications such as spreadsheets, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, 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.; good knowledge of administrative procedures and techniques; ability to plan, lay out, and direct the work of others; ability to establish and maintain effective working relationships with other officials and private citizens; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and seven (7) years of work experience in road construction and/or maintenance, civil engineering or a related field, including or supplemented by two (2) years in a supervisory capacity.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (cont'd.):

SUBSTITUTION: A Bachelor's Degree* in Civil Engineering or related field may be substituted for five (5) years of the above described work experience. There is no substitution for the two (2) years of the supervisory 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 Department of Education as a post-secondary, degree-granting institution.

Towns
J. C.: Competitive*

Job Class Code: 0355

*Position is in the competitive class when the Town Superintendent of Highways is appointed. When the Town Superintendent of Highways is elected, the Deputy Town Superintendent of Highways is in the Exempt class.

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