



Jurisdiction Class: Non-Competitive
Civil Division: County
Adopted by YCCSC: 9/7/1988
Revised by PO: 10/22/2019

COUNTY HIGHWAY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves providing administrative direction and oversight to all departmental operations including planning, budgeting and supervision of all departmental employees and the efficient use of employees, machinery and materials. The work is performed with considerable leeway for independent judgement under the general supervision of the County Administrator and the County Legislature. The incumbent serves a four (4) year term of office as set by New York Highway Law, unless removed sooner by the County Legislature. The position requires substantial administrative, written and verbal communication skills. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares and implements procedures for management of County roads and bridges, Highway Department's personnel, equipment, materials, tools, and other resources;
Assures department compliance with policy established by the Legislature and State regulations;
Inspects the work performed on County highways and bridges by department personnel and contractors;
Responsible for supervision of the employees of the department;
Performs annual inspections as required;
Receives and responds to public concern regarding County roads;
Maintains good public relations with the community;
Develops the annual operating budget for the Highway Department;
Continuously studies the need for improvement of the County highway and bridge infrastructure system and stays abreast of potential advances in methods, techniques and equipment;
Responsible for the implementation of plans for snow and ice removal and control;
Confers with State and local officials as necessary on highway problems within the County;
Coordinates the development of and approves the specifications for the purchase of equipment and materials;
Reviews engineering plans, bid specifications and recommends contracting with private firms if necessary;
Develop plans and methods of work to maintain and repair County highways and bridges;
Directs the preparation of department activity records and reports as necessary;
Writes specifications for equipment and other bid items;
Develops and implements equipment replacement plans, road and bridge maintenance, repair and replacement plans;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of highway construction and maintenance methods of procedures;
Thorough knowledge of the use of road construction and maintenance equipment;
Comprehensive knowledge of the principles and practices involved in the initiation, planning and development of highway maintenance projects;
Comprehensive knowledge of the principles and practices of administration to include budgeting, personnel administration, program reporting and communication, and supervising principles and techniques;
Comprehensive knowledge of modern methods and principles involved in the construction and maintenance of highways and bridges;

Working knowledge of the principles and practices of civil engineering as they relate to highway and bridge construction;

Demonstrated ability to plan and supervise the work of subordinates;

Ability to plan, organize and coordinate diverse phases of maintenance programs and highway projects;

Ability to anticipate the future needs of the public as it applies to the development of long-range maintenance and construction programs;

Ability to obtain cooperation from outside organizations and agencies;

Ability to coordinate the diverse phases of the highway program.

Tact, courtesy, integrity, and dependability are required;

Physical condition shall be commensurate with the demands of the position;

MINIMUM QUALIFICATIONS:

- 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 four (4) years of progressively responsible construction experience, at least two (2) years of this experience shall have involved the construction and/or maintenance of roads, bridges and right-of-way; AND at least two (2) years shall have been in a supervisory or administrative capacity on highway or bridge construction projects; OR
- b) Graduation from a regionally accredited or New York State registered two (2) year College or university with an Associate's Degree in construction technology or engineering science; AND eight (8) years of progressively responsible construction experience, at least four (4) years of this experience shall have involved the construction and/or maintenance of roads, bridges and right-of-way; AND at least two (2) years shall have been in a supervisory or administrative capacity on highway or bridge construction projects; OR
- c) Graduation from high school or possession of a high school equivalency diploma; AND twelve (12) years of progressively responsible construction experience, at least four (4) years of this experience shall have involved the construction and/or maintenance of roads, bridges and right-of-way; AND at least two (2) years shall have been in a supervisory or administrative capacity on highway or bridge construction projects; OR
- d) Any equivalent combination of training and experience as described in (a), (b), or (c) above.

SPECIAL REQUIREMENTS:

Must possess a valid NYS Driver's License, Class D or higher at the time of appointment and must maintain said license in good standing throughout employment in the position.