



DEPUTY COUNTY HIGHWAY SUPERINTENDENT

Jurisdiction Class:	Competitive
Civil Division:	County
Adopted by YCCSC:	7/2/1986
Revised by YCCSC:	8/6/1986
Revised by YCCSC:	2/7/1996
Revised by YCCSC:	2/4/1998
Revised by PO:	1/10/2020

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible administrative and technical position assisting the County Highway Superintendent in the supervision and operation of the County Highway Department and in the absence of the Superintendent assumes all responsibility for departmental activity. The incumbent may be delegated a range of responsibility dependent upon the needs of the department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Under the direction of the Superintendent, supervises and performs tasks related to the construction and maintenance of roads, bridges, etc.

Assists in developing road plans, methods of work and highway programs;

Plans and administers highway and bridge projects and works with consulting engineers;

Assists in departmental budget development and monitoring of annual operating expenses;

Confers with state and local officials on existing or potential highway and bridge problems within the county;

Inspects county, town and village bridges and culverts for deterioration and amount of displacement;

Inspects ongoing construction projects, and work by outside contractors;

Coordinates and supervises the activities of highway personnel and the use of materials and equipment;

May provide technical assistance to townships and villages;

Inspects materials being supplied for projects;

Assists or administers various highway department programs, including: snow & ice control, pavement marking, traffic signs, guide rail, driveway & utility permits, employee safety programs, etc.;

Performs other non-engineering work within the department as required and directed, including but not limited to, administrative and clerical work, operation of construction equipment and motor vehicles, manual work, traffic control, etc.;

Prepares and maintains records and prepares reports on departmental activities, operations, statistics for internal use and as required by outside agencies such as the State and Federal governments;

May be required to operate various types of road construction and maintenance equipment;

Acts generally for and on behalf of the County Highway Superintendent in his/her absence;

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern road construction and maintenance methods and procedures;

Thorough knowledge of the equipment, tools, terminology and safety precautions used in road maintenance and snow removal and ice control;

Ability to read and understand sketches, blue prints, and related road construction and maintenance plans;

Demonstrated ability to plan, organize and supervise the work of others;

Ability to solve operating problems as they occur in the field;

Ability to secure the cooperation of subordinates;

Ability to understand and carry out oral and written directions;

Dependability;

Aptitude for engineering work;

Initiative and resourcefulness;

Leadership;

Good judgment;

Physical condition commensurate with job requirements.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in civil engineering, surveying, or a closely related field; AND four (4) years of progressively responsible experience in road maintenance and construction activities; AND one (1) year of which have been in a supervisory capacity; OR
- b) Graduation from high school or possession of a high school equivalency diploma; AND eight (8) years of progressively responsible experience in road maintenance and construction activities; AND four (4) years of which have been in a supervisory capacity; OR
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.