

Jurisdictional Class: Competitive; Non-Competitive in County  
Adopted: April 12, 1993  
Revised: May 3, 2010

## **COUNTY HIGHWAY SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for overseeing, coordinating, and managing construction of new highways and repair and maintenance of existing highways, bridges, recycling and materials recovery, landfill operations, and related public work activities performed either by county employees or private contractors. Additionally the incumbent works with officials of the state, towns, and villages relative to cooperative or contract maintenance, repair, or snow removal activities. The incumbent exercises direction and control over the Departments of Highway and Solid Waste. The work is performed under the general direction of the County Administrator with wide leeway allowed for exercise of independent judgment in assigning of personnel and work methods. Supervision is exercised over the work of all subordinate department employees. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, assigns, and supervises county highway and bridge construction, maintenance, and repair through the efficient use of work crews, equipment, and materials;  
Plans and supervises the overall operations of the sanitary landfill and recycling programs in accordance with guidelines established by the New York State Department of Environmental Conservation and local law;  
Consults with Deputy Superintendents and engineering staff on new designs for highway planning, road widening, and complete highway reconstruction;  
Oversees and prescribes highway and related public works construction and maintenance policies to subordinate department personnel;  
Prepares departmental budgets and confers with County Administrator in formulating public works' improvement programs;  
Furnishes technical advice to County Administrator, County Legislators, Town Highway Superintendents, and other officials concerning public works matters;  
Oversees operation of materials recovery facility;  
Represents the county at meetings and seminars provided by Federal and State agencies pertaining to county public works functions;  
Plans Department activities with deputies and sets standards of performance;  
Coordinates all permitting requirements and closures for all the county landfill and convenience station sites.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern principles and practices of public works administration;  
Comprehensive knowledge of engineering principles and practices as applied to the administration of diversified public work activities;  
Thorough knowledge of the construction trade;  
Thorough knowledge of laws and regulations relating to Public Works departmental activities;  
Thorough knowledge of legislative practices and procedures;  
Thorough knowledge of sources of engineering information and ability in applications of engineering procedures, techniques, and methods;  
Good knowledge of budget process;

## County Highway Superintendent

Demonstrated ability to direct and supervise public works activities on a large scale and in a coordinated manner;

Demonstrated administrative ability;

Ability to establish and maintain effective working relationships with subordinates, other governmental officials, and agencies and the public;

Knowledge to secure grants and other financial aide;

Initiative and resourcefulness in handling general administrative and engineering problems.

### **MINIMUM QUALIFICATIONS:** Either

(a) Possession of a Master's Degree in Engineering from a regionally accredited or New York State college or university and four (4) years of engineering management experience; or

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Engineering and five (5) years of engineering management experience; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Eligibility for a New York State Professional Engineer's License at time of application. Possession of license at time of appointment.