

Jurisdictional Class: Competitive
Adopted: January 14, 1993
Revised: April 3, 2014

DEPUTY HIGHWAY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible management position requiring the incumbent, in the absence of the Highway Superintendent, to act for and to perform all the duties of the Superintendent in accordance with Section 102A of Highway Law. The duties will include, but are not limited to: overall management of the Highway Department including the development of work plans and budgets, maintenance and construction project planning, management of daily operations, policy setting, and development of goals and objectives. The position will also be responsible for performing engineering-related duties, coordinating highway project contract implementation, and inspection of work activities. Work is performed under the general supervision of the Highway Superintendent with wide leeway allowed to exercise independent judgment in carrying out assignments. Supervision is exercised over the work of all subordinate department employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

In the absence of the Highway Superintendent, acts for and performs all the duties of the Superintendent in accordance with Section 102A of Highway Law, to include overall management of the Highway Department;

Assists in the development of work plans and departmental budgets and in formulating public works' improvement programs;

Assists in maintenance and construction project planning, policy setting, and development of goals and objectives;

Coordinates highway project contract implementation and inspects work activities to ensure adherence to contract provisions;

Assigns, schedules, and supervises employees and necessary equipment for county highway and bridge construction, maintenance, and repair projects through the efficient use of work crews, equipment, and materials;

Oversees preparation of expenditure reports and prepares detailed reports regarding budgets, annual work plans, and financial reporting;

Coordinates accident investigations and reporting requirements;

Consults with Highway Superintendent 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;

Assists in furnishing technical advice concerning public works matters;

Attends various meetings and hearings as required;

Performs engineering-related duties including quantity takeoffs, preparation of cost estimates, review of engineering drawings and specifications, development of material standards, contract inspection and record keeping;

Conducts annual bridge surveys, inspects county roads, inspects drainage systems, and develops work plans;

Serves as Chief of Field Party in topographic land surveys and hydrographic surveys;

Coordinates shared services between the county and other municipalities.

Deputy Highway Superintendent

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern road construction and maintenance methods and procedures;
Thorough knowledge of modern principles and practices of public works management;
Thorough knowledge of engineering principles, practices, and techniques in reviewing construction plans and specifications for diversified public work activities;
Good knowledge of principles and techniques used in land surveying and drafting;
Good knowledge of laws and regulations relating to Public Works activities;
Good knowledge of equipment, tools, terminology, and safety precautions utilized in road and construction maintenance programs;
Ability to direct and supervise public works activities on a large scale and in a coordinated manner;
Ability to establish and maintain effective working relationships with subordinates, other governmental officials and agencies, and the public;
Ability to develop budget requests and financial reports;
Ability to make both oral and written presentations;
Initiative and resourcefulness in handling general administrative and engineering problems.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Civil Engineering.

SPECIAL REQUIREMENTS:

Eligibility for an appropriate level New York State driver's license at time of application; possession of license at time of appointment.

Eligibility for a New York State Engineer-In-Training (EIT) certificate at time of application; possession of license at time of appointment.