

SECTOR CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisory position responsible for overseeing a small number of employees engaged in road maintenance activities in a specific geographic area. In addition, the incumbent maintains an outpost and its related equipment in operating condition and inspects roads and signs within the assigned area. The work is performed under the general supervision of a higher level employee who outlines assignments in detail and who makes periodic inspections of work in process.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in such activities as paving, oiling, grading and tree removal;
2. Supervises and participates in a wide variety of road maintenance tasks such as cleaning pipes and catch basins, patching roads, digging ditches, picking up debris and litter, grading road shoulders, landscaping, painting, etc.;
3. Oversees the maintenance and operation of the outpost facility;
4. Patrols and inspects a specific geographical area of the County road system;
5. Identifies necessary road repairs;
6. Oversees the erection and repair of fences, guard rails, posts and signs;
7. Supervises and participates in snow removal;
8. Assists in the construction, repair and painting of bridges;
9. Supervises resurfacing of roads;
10. Supervises and participates in the minor maintenance and repair of equipment;
11. Maintains work sheets and usage records of materials and equipment;
12. Performs manual tasks in conjunction with road and bridge maintenance activities;
13. Provides on site training and direction for the employment of proper field and shop safety procedures;
14. Provides emergency first-aid at work site when necessary;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of road construction and maintenance practices; working knowledge of emergency first-aid practices and procedures; working knowledge of appropriate job safety laws, safety regulations, and job site safety practices and procedures; ability to plan and supervise the work of others; ability to understand and follow oral and written instructions; ability to get along well with others; ability to keep records and make reports; ability to exercise good judgment and to apply proper safety procedures to daily work activities; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

SECTOR CHIEF (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience in highway maintenance and construction work.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Class B Commercial Driver's license at time of appointment and to maintain position. This license must have CDL endorsement for tanker vehicles and contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment.
2. Incumbents must obtain certification in first-aid training within six (6) months of appointment. Such certification must remain valid to maintain position.

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