

DEPUTY SUPERINTENDENT OF HIGHWAYS

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting the Superintendent of Highways in planning, coordinating, overseeing and directing the operation and activities of the Town Highway Department. The incumbent in this position is responsible for coordinating the various aspects of assigned projects such as design, construction, inspection and other related activities. The work is carried out in accordance with the policies and procedures formulated by the Superintendent of Highways. Supervision is exercised over all subordinate highway department employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists the Superintendent of Highways with overseeing and directing all phases of town highway maintenance and rehabilitation projects;
2. Acts for and on behalf of the Superintendent of Highways in his or her absence;
3. Assists in the preparation of budget estimates, management of department records, documents, and purchasing activities;
4. Monitors and reports on progress of all highway construction projects;
5. Reports to the Superintendent of Highways on a regular basis and implements directives;
6. Studies the need for improvements of the town highway system, keeping abreast of advances in methods, techniques and equipment;
7. May assist with overseeing the town recycling center.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices involved in the planning and development of highway maintenance and construction projects;

Thorough knowledge of the modern methods, materials and techniques of highway construction, maintenance and repair;

Good knowledge of the principles and practices of public works administration;

Ability to integrate, plan, direct, and coordinate a broad range of public works projects and activities;

Ability to plan and supervise the work of others;

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

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

DEPUTY SUPERINTENDENT OF HIGHWAYS (cont'd)

MINIMUM QUALIFICATIONS (Recommended only):

Four (4) years of supervisory experience in the construction, maintenance, and repair of roads.

SPECIAL REQUIREMENT:

Candidates must possess a valid New York State Driver License at time of appointment and to maintain position. Some towns may require the possession of a New York State Class B Commercial Driver License.

ADOPTED: 1/19/2018