

DATE: December 11, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

FROM: Brendan Masterson, Commissioner of Department of Public Works
313 Shamrock Lane, Kingston, NY 12401

JOB VACANCY: Highway Maintenance Specialist / Permanent/Provisional / Full -Time / Benefited

LOCATION: Quarry - Kingston

SALARY: \$33.48 / hour (Grade DPW 8)

FILL DATE: January 2, 2026



DISTINGUISHING FEATURES OF THE CLASS: This position involves the supervision of a crew of public works personnel engaged in a specialized highway maintenance and repair activity such as, but not limited to, road paving or sealing. General supervision is received from the section supervisor of the area in which the work is performed. This supervision characteristically takes the form of a brief explanation from the Section Supervisor of the extent of the job to be performed and periodic on-site review of the work in-progress. Most of the detailed decisions regarding the methods and materials to be used are left to the Highway Maintenance Specialist. The specialist also directly participates in the work of the crew, personally performing those tasks requiring special skills or experience. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of safety procedures; good knowledge of modern road construction, maintenance and repair practices; good knowledge of the tools, equipment and materials used in road construction and maintenance work; skill in the operation of heavy construction equipment used by the crew; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to read and work from rough sketches or blueprints; ability to keep simple records and make reports of work; dependability; good judgment; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Four (4) years of experience in the construction and maintenance of roads, two (2) of which must have been in a supervisory capacity.

Special Requirement: At time of appointment, must possess a valid New York State Driver's License appropriate for the vehicle and/or construction equipment being operated.

Ulster County employees promoted to a class in direct line of promotion, which requires a valid New York State Motor Vehicle Class B (CDL) at the time of a promotional appointment must possess such licensure by the end of their probationary period, not longer than six months.

Special Requirement for Positions in Ulster County Department of Public Works: Candidates for employment in this position must possess a valid New York State Motor Vehicle Class B (CDL) License with required endorsements, if any, at time of appointment.

Ulster County employees promoted to a class in direct line of promotion, which requires a valid New York State Motor Vehicle Class B (CDL) at the time of a promotional appointment must possess such licensure by the end of their probationary period, not longer than six months.

New York State Class B CDL Driver License Vehicle Description: Gross Vehicle Weight Rating (GVWR) of more than 26,000 lbs. Class B may tow vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,000 lbs. or less, or may tow a vehicle of more than 10,000 lbs. providing the Gross Combination Weight Rating (GCWR) is not more than 26,000 lbs.

Fuel Truck operation may need other requirements (X endorsement). This is not required unless assigned to the operation of a Fuel Truck.

Special Note: In accordance with Federal Highway Administration (HWA) 49CFR382, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

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