

ASSISTANT HIGHWAY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising Town Highway department personnel in the construction, maintenance, and repair of Town highways, roads, drainage systems and other highway related areas, for snow and ice removal, and for assisting the Highway Superintendent in administrative functions of the Highway Department. The incumbent functions in place of the Highway Superintendent during his/ her absence. The class differs from that of Working Supervisor by virtue of a broader scope of responsibility, greater supervisory authority and administrative duties. Work is performed under the general supervision of the Highway Superintendent with leeway allowed in carrying out specific directives. Supervision is exercised over the work of all subordinate highway personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Directs activities of highway department personnel engaged in construction, maintenance and repair of roads, and other department projects;

Supervises snow and ice control activities;

Confers with engineers, planning board and other municipal and private individuals and agencies as needed;

Reviews and suggests methods for improving work methods and department operations;

Observes and studies the condition of town highways and roads and reports this to the Superintendent recommending repair and maintenance projects as needed;

Confers with the Superintendent to develop project priorities

Manages the equipment and supply inventory;

Assists the Superintendent in the preparation, administration and control of the department budget;

Travels to project sites to observe the progress of work;

Develops and maintains cooperative relationships with public works personnel from other municipalities to coordinate activities and avoid duplication of effort;

Maintains records and prepares reports;

Prepares specifications for equipment and supply purchases;

Keeps abreast of new developments in the public works field by reading books and periodicals and by attending training sessions and seminars.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the tools, terminology, equipment and safety precautions of construction and maintenance work; good knowledge of modern methods and theory of road and construction, maintenance and repair; working knowledge of budget preparation and control; ability to read rough sketches and blueprints; ability to plan, allocate and control the use of department resources (personnel, materials and equipment) to accomplish tasks efficiently; ability to follow oral and written directions; ability to keep records and prepare reports; ability to establish and maintain effective and cooperative relationships with others; good judgment; mental alertness; dependability; tact and courtesy; physical condition commensurate with the demands of the position.

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

ULSTER COUNTY
0400 AST HWY SU
Classification: Competitive
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Adopted: July 17, 1990