

INVENTORY AND PROPERTY CONTROL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing permit applications for driveways, roads, vehicles, utility installation, repair and maintenance work in the county right-of-way as well as for events taking place on county roads. The incumbent is also responsible for preparing claims for recovery of damages to county property caused by vehicle accidents, assisting in the dispatch of personnel and equipment, and for maintaining inventory records of small equipment for the Ulster County Department of Public Works. Work is performed under the general supervision of a Senior Engineer with considerable leeway afforded to exercise independent judgment. 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.

Prepares various permit applications for approval for driveways, private roads, subdivision access roads, and commercial access roads intersecting with county roads as well as for oversized load vehicles, divisible load vehicles and special events on county roads;

Prepares permit applications for approval for utility installation, repair and maintenance work in the county right-of-way;

Works with the Ulster County Insurance Department to ensure that necessary work performance bonds and insurances are in place;

Maintains a database of all permits pending, granted and in process;

Maintains equipment records in the inventory control system database in compliance with the DPW Policy and Procedure for Inventory Control of Small Equipment;

Conducts periodic physical inventory of DPW small equipment, reconciles equipment records to physical inventory and prepares reports of inventory findings;

Operates a two-way radio and computer-assisted dispatching equipment to communicate with road and bridge crews, and with sub stations;

Investigates for property damage to county owned property;

Prepares and submits claims for recovery of damages to county property caused by vehicle accidents, and gathers information from police departments, Ulster County Safety Department, insurance companies and involved parties;

Responds to complaints received through the Department of Finance on properties owned by the county by tax foreclosure and takes action, as needed, to post signage, clean up, lock up and/or board up property and structures deemed unsafe or in violation of municipal zoning codes;

Works with DPW sign crew to plan road sign installation and replacement in compliance with the New York State Traffic Sign Handbook for Local Roads.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern road construction, maintenance and repair practices as they relate to preparing permits; good knowledge of the New York State manuals governing the placement of road signage and improving road safety; good knowledge of the inventory control process; working knowledge of inventory record keeping and property control; working knowledge of office terminology and procedures; working knowledge of the operation of a two-way radio and computer-assisted communications equipment; ability to operate various radio equipment; ability to prepare and submit property insurance claims; ability to use automated office equipment and data processing applications; ability to prepare correspondence; ability to communicate and deal effectively with the public; ability to write legibly and keep accurate records.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of full-time paid, or its part-time equivalent, work experience in road improvement projects which must have included experience in traffic control and work site safety and must have also included or been supplemented by one (1) year of experience in processing and maintaining inventory records; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, or its' part-time equivalent, work experience in road improvement projects which must have included experience in traffic control and work site safety and must have also included or been supplemented by one (1) year of experience in processing and maintaining inventory records.

ULSTER COUNTY
3695 INV&P C SP
Classification: Competitive
Grade: DPW 7
Union: CSEA

Adopted: July 3, 2018