

Department: Highway
Classification: Competitive
Grade: 13M/C

SPEC DISK A1
DOCUMENT 15

COUNTY HIGHWAY SUPERINTENDENT
(ADMINISTRATIVE)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and administering the activities of the County Highway Department including the County's Highway Construction and Repair Program. The work is performed under the general direction of the County Board of Supervisors which sets broad policy. Supervision is exercised over all the activities of the department and requires the efficient utilization of employees, machinery and materials. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and supervises the maintenance and repair of the existing highway system and the design and construction of new roads and bridges;
Develops and approves plans for snow removal and ice control programs;
Constantly studies need for improvement of County Highway System and advances in methods, techniques and equipment;
Delegates and approves the preparation of specifications for and the purchase of equipment and materials;
Plans and implements the activities of the Highway Department with respect to long range goals of maintenance and repairs of highways and bridges;
Delegates the drawing of detailed engineering plans and recommends contracting with private firms as necessary;
Reviews the engineering designs and the progress of current department projects;
Confers with state and local officials on highway problems within the County;
Keeps abreast of Highway Law and highway maintenance and repair techniques with an eye to liability position and safety;
Assures department compliance with policy established by the Board of Supervisors and State regulations;
Analyzes weekly cost records with regard to purchases and budgetary guidelines and restraints;
Directs the preparation of department activity records and reports;
Oversees the preparation of the department budget and determines that necessary budget controls are maintained.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and methods of planning and implementing major highway programs; ability to plan and coordinate the various phases of highway construction and maintenance activities; ability to review complex highway plans and specifications for equipment and materials; skill in the administration of field and office phases of the highway program; ability to secure the cooperation of others; initiative and resourcefulness in solving highway problems; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelors of Science Degree and four years of full time paid highway experience in a supervisory position with responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several functions; or
- (b) Graduation from high school or possession of a high school equivalency diploma and twelve years of full time paid highway experience in a supervisory position with responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several functions; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

ADOPTED 07/06/87