

Department: Highway  
Classification: Competitive  
Grade:

SPEC DISK A1  
DOCUMENT 70

## COUNTY HIGHWAY SUPERINTENDENT (ENGINEERING)

**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;  
Reviews the engineering designs and the progress of current department projects;  
Constantly studies need for improvement of County Highway System and advances in methods, techniques and equipment in civil engineering field;  
Develops and approves plans for snow removal and ice control programs;  
Directs the drawing of detailed engineering plans and recommends contracting with private firms as necessary;  
Confers with state and local officials on highway problems within the County;  
Assures department compliance with policy established by the Board of Supervisors and State regulations;  
Delegates and approves the preparation of specifications for and the purchase of equipment and materials;  
Oversees the preparation of the department budget and determines that necessary budget controls are maintained;  
Directs the preparation of department activity records and reports.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and methods of planning and implementing major highway engineering programs; ability to plan and coordinate the various phases of highway construction and maintenance activities; ability to review complex highway engineering 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 engineering 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 degree in Civil Engineering and four years of civil engineering experience; or

(b) Graduation from high school or possession of a high school equivalency diploma and twelve years of satisfactory civil engineering experience; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

AMENDED 06/24/92