

SUPERINTENDENT OF ROAD MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for directing the Road Maintenance Division of the Department of Public Works and Transportation. This division is responsible for the maintenance and repair of county roads including snow removal, drainage, traffic signage and pavement markings for 175 miles of roads and 156 bridges, and ensuring compliance with highway laws and maintaining an acceptable level of service for the public. The incumbent uses considerable independent judgment in interpreting New York State Department of Transportation laws and County policies in executing program activities. Work entails considerable coordination with private contractors and municipal officials. Supervision is exercised over a large number of maintenance and laboring personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs and supervises the maintenance and repair of County roads to ensure compliance with highway laws, design safety and in maintaining acceptable levels of service;

Confers with supervisors to determine project priorities; plans and assigns work, and allocates resources of staff and material in an efficient and cost effective manner;

Confers with governmental agencies, the general public and contractors on issues relating to complaints, safety, accidents, construction, maintenance, etc., takes corrective action as necessary;

Reviews engineering plans connected with road opening permits and building approvals; recommends modifications as necessary;

Participates in the selection and development of division employees, interviewing and supervising the training of new employees, and providing ongoing training as necessary;

Confers with law department representatives, outside law firms and governmental agencies on issues relating to legal claims against the County;

Attends examination-before-trial hearings and represents the Department as witness in court;

Reviews engineering plans and consults with the engineering division of the Department with regard to proposed construction and improvements to County roads;

Directs the operation of the automotive shop, which repairs and maintains vehicles assigned to the department and maintains and inventory to meet shop needs;

Coordinates the snow removal program for the Bronx River Parkway;

Plans and prepares the annual budget for the Road Maintenance division, including staffing, equipment and non-recurring repairs and replacements;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares reports and maintains required records;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of civil engineering principles and practices relating to road repair and maintenance; thorough knowledge of soils engineering as it relates to road beds, drains, etc.; good knowledge of administrative procedures and techniques; ability to plan, lay out and supervise the work of others; ability to establish and maintain effective working relationships with other officials and private citizens; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; good judgement; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Either (a) a Bachelor's Degree* in Civil Engineering* or a closely related field and six years of experience where the primary function of the job was in road/traffic design, construction, or maintenance, including two years of experience in road maintenance administration and supervision; or (b) an Associates Degree* in Engineering or Engineering technology and eight years experience as described in (a), including two years of the specialized experience; or (c) a satisfactory equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.