

## TOWN SUPERINTENDENT OF HIGHWAYS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Board, the Town Superintendent of Highways is responsible for the maintenance and repair of town streets and roads, including snow removal, drainage, traffic signing and other services for the town. The incumbent is responsible for the administrative activities of the Highway Department and overseeing all department operations, including preparing the department budget; approving bills for payment; planning, prioritizing, and organizing the various activities of the department; and supervising the work of subordinate personnel by performing field inspections and reviewing reports. This is an important administrative position where the incumbent assumes final responsibility for the work of the Highway Department. Does related work as required.

### EXAMPLES OF WORK: (Illustrative only)

Directs and oversees the operation and activities of a Town Highway department;

Plans and prepares the Department Budget, including operations, maintenance, equipment repairs and replacement;

Confers with Town Supervisor and Board to determine priorities and assigns work to effectively and efficiently allocate resources of staff and material;

Plans and lays out work for labor foreman engaged in maintenance of highways and sidewalks;

Coordinates the activities of the department with other municipal departments and other agencies;

Inspects streets, structures, facilities and equipment evaluating the need for maintenance or replacement and recommends and/or repairs, maintains, or replaces, as necessary;

Supervises snow removal;

Receives and solicits vendor's bids;

Approves payrolls;

Approves bills before payments;

Prepares plans and estimates for new construction or repairs;

Prepares reports and maintains required records;

Attends all Town Board meetings;

Purchases supplies, materials and equipment;

Answers correspondence;

EXAMPLES OF WORK: (Illustrative only) (Continued)

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of highway engineering, including both construction and maintenance practices; thorough knowledge of soils engineering as it applies to roadbeds, drains, etc.; good knowledge of the basic principles and practices of administration; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to plan, lay out and supervise the work of others; ability to establish and maintain effective working relationships with other Town officials and private citizens; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; resourcefulness; integrity; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and eight (8) years of work experience where the primary function of the position was in road construction and/or road maintenance, civil engineering, or related field, including or supplemented by three (3) years of supervisory and/or administrative experience

SUBSTITUTION: A Bachelor's Degree\* in Civil Engineering may be substituted for five (5) years of the above described general work experience. There is no substitution for the three (3) years of supervisory and/or administrative 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 Department of Education as a post-secondary, degree-granting institution.

Towns  
J. C.: Competitive\*  
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Job Class Code: 0354

\*Position is competitive in jurisdictions in which incumbent is appointed.  
When elected, Town Superintendent of Highways is in the Unclassified service.