

COUNTY HIGHWAY SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Plans, coordinates and administers the activities of the County Highway Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is highly technical administrative and engineering work involving responsibility for planning and carrying out the County's highway construction and maintenance program. The work is performed under the general direction of the County Legislature which sets broad policy. Supervision is exercised over all the activities of the department and requires the efficient utilization of men, machinery and materials.

EXAMPLES OF WORK (Illustrative only)

- Plans and supervises the maintenance and repair of the existing highway system and the design and construction of new roads;
- Has responsibility for the review of 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;
- Directs equipment maintenance and repair program for the department;
- 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;
- Is responsible for compliance with policy established by the County Legislature 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;
- Negotiates the purchase of property for right of ways;
- Approves and is responsible for plans for snow removal and ice control programs.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles and methods of planning and carrying out 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; good address; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of satisfactory civil engineering experience and graduation from a recognized college or university with major work in civil engineering;
or twelve (12) years of practical experience in professional engineering and graduation from high school;
or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license to practice as a professional engineer in New York State. Possession at the time of appointment.