

## **ASSISTANT DIRECTOR OF PUBLIC WORKS (HIGHWAYS)**

**439-E**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for administration and supervision of road and bridge construction and maintenance operations for a municipality, including extraordinary assignments relating to highway operations maintained by the municipality. Work is performed under general supervision of the Director of Public Works with wide leeway for independently performing most of the duties of the position. Supervision is exercised over all staff assigned to highway operations.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises the construction and maintenance of town roads, bridges, parks, and other public works projects;

Works closely with engineering staff or consultants on various projects;

Directs and evaluates the functions and performance of employees assigned to highway department operations;

Supervises the town's snow removal program;

Regularly inspects operation and maintenance procedures of highway operations;

Prepares and submits reports summarizing the operation and expenditure of the highway operations;

Reviews and prepares employee work schedule and shift staffing;

Requisitions materials for construction and maintenance work;

Gathers data and makes recommendations with respect to the preparation and maintenance of the annual budget relating to highway operations;

Assures compliance with laws, rules, regulations, and code requirements relating to highway operations;

Meets with the governing board or other groups to make presentations relating to operation of highway facilities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge of modern methods and theory of road and bridge construction and maintenance; thorough knowledge of the tools, terminology, equipment, and safety precautions of construction and maintenance work; ability to understand and interpret plans, specifications, and technical instructions relating to road and bridge construction and maintenance; good knowledge of public sector administrative methods and requirements; ability to plan and supervise the work of others; ability to follow complex written and oral directions; ability to keep records and make reports; and ability to present ideas clearly both orally and in writing.

**MINIMUM QUALIFICATIONS**: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in engineering and two years of experience in road and/or bridge construction and maintenance; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in engineering and four years of experience as described in (A) above; or

- (C) Six years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A), (B), and (C) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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