

## TOWN SUPERINTENDENT OF HIGHWAYS

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the construction, improvement, care and maintenance of highways and bridges within the geographic boundaries of the Town, except as specially provided in relation to incorporated villages, cities, or other localities. Duties also involve such responsibilities as may be delegated or conferred upon the Town Superintendent of Highways by statute or regulation. Work is performed independent of direct supervision but in accordance with the general direction and policies of the governing board or other administrative agent, and in accordance with the regulations of the Commissioner of Transportation. Supervision is exercised over staff assigned to the town highway department.

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 care and maintenance of town highways, bridges, boardwalks, and causes same to be free from obstructions caused by snow or other factors;

Inspects highways and bridges;

Assigns work and provides supervision to staff assigned to the highway department;

Provides for the construction and repair of sluices and culverts and causes waterways, bridges, and culverts to be kept open;

Assists in preparing the annual operating budget for the department and monitors or maintains the department budget throughout the fiscal year;

Performs such other duties as are conferred upon the Town Superintendent of Highways by statute or regulation;

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Prepares reports to the Town Board, Transportation Department, and such other reports as may be necessary in connection with the activities of the highway department.

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

**TERISTICS:** Good knowledge of modern methods and theories of road construction and maintenance; good knowledge of the tools, terminology, equipment and safety precautions of construction and maintenance work; ability to read and understand rough sketches and blueprints; ability to supervise the work of others; ability to follow complex written and oral directions; ability to keep records and make reports; ability to deal effectively with the public; good judgment; dependability; and integrity.

**MINIMUM QUALIFICATIONS:** Six (6) years of experience in road construction and/or maintenance work, two (2) years of which must have been in a supervisory capacity. College level study in engineering may be substituted for the required non-supervisory experience on a year for year basis. Possession of a valid New York State drivers license at the time of appointment.

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Last Reviewed:

Jurisdictional Class: Competitive?

Public Hearing:

NYS Civil Service Commission Approval: