



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	<b>COUNTY HIGHWAY SUPERINTENDENT</b>
Jurisdictional Class:	Unclassified (Approved by NYSCSC 6/20/05)
Civil Division:	County
Adoption:	CSM 11/10/2004
Revised:	CSM 08/10/05

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves direct responsibility for the County Highway Department in the areas of road and bridge maintenance of the County; maintenance and up keep of vehicles and equipment necessary to accomplish assigned tasks; planning and coordination of activities and assets to ensure tasks and projects are funded. Work is performed under the general direction of the Legislature and on a day to day basis by the Chairman of the Legislature with enough leeway allowed for the exercise of independent judgment in planning and coordinating work projects in the highway department and between other county departments.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Establishes policies and procedures for the administration and management of the County Highway Department.
- Prepares budget requests for the Highway Department Road, Machinery and M Funds.
- Coordinates equipment and personnel requests between the various departments.
- Monitors the condition of the buildings and grounds of the assigned areas of responsibility.
- Monitors the condition and status of County roads and bridges.
- Maintains highway asset inventories.
- Coordinates with New York State DOT on technical, contractual and financial matters.
- Prepares and approves specifications for vehicles and construction equipment.
- Directs the development of detailed engineering plans and specifications.
- Maintains and provides accountability of assets.
- Coordinates with other governments on highway and bridge matters.
- Provides recommendations to the oversight committee for policy, organizational, and procedural changes.
- Develops and implements plans to maintain and update capital assets such as roads, bridges and building.
- Promotes and hires personnel to fill authorized slots in accordance with guidelines and Civil Service rules and regulations.
- Coordinates and works with other departments in the development and maintenance of a County GIS.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

- Good knowledge of the methods, materials, terminology and principals involved in the maintenance, repair and construction of roads and bridges.
- Good knowledge of the methods, materials, terminology and principals involved in the maintenance and repair of vehicles and equipment.
- Working knowledge of building and grounds maintenance operations and repair practices.
- Good knowledge in budget preparations and expenditure control.
- Ability to manage and account for assets.
- Ability to layout and supervise the work of subordinates.
- Ability to direct and manage multiple projects and activities simultaneously.
- Initiative.
- Computer literate.
- Ability to communicate thoughts, ideas and directions orally and in written form.
- Ability to understand and carry out oral and written directions.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering or a related field and 6 years of paid full time experience in an administrative or management position in construction activities involving the deployment of substantial numbers of personnel and resources, two years of which must have been in highway construction and/or maintenance; or

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in civil engineering technology or a related field with 8 years of full time experience in an administrative or managerial position in construction activities involving the deployment of substantial number of personnel and resources, four years of which must have been in highway construction and/or maintenance; or

(C) Graduation from high school and ten years of full time experience in an administrative or managerial position in construction activities involving the deployment of substantial number of personnel and resources, six years of which must have been in highway construction and/or maintenance; or

(D) An equivalent combination of training and experience as indicated in (A) and (B) and (C) above.

**Special Requirements for Acceptance of Application:**

Eligibility for the appropriate level of NYS Driver's License at time of application. Possession of license at time of appointment.