



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

JOB SPECIFICATION

Civil Service Title: **DEPUTY TOWN HIGHWAY SUPERINTENDENT**
Jurisdictional Class: Non-Competitive: Town of Brutus (Policy Influencing/Confidential)
Non-Competitive: Town of Genoa (Part-time & Population Less than 5,000)
Exempt (See footnote)
Civil Division: T. Brutus; T. Genoa
Adoption: CSM 10/22/01; 6/17/15
Revised: CSM 11/8/17; 7/11/18

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Town of Brutus and involves responsibility for assisting the Town Highway Superintendent in long-range planning of maintenance and construction work on highways and bridges, town parks, trails and any other responsibilities as assigned by the Town Highway Superintendent including landscaping, mowing and various maintenance at the Town Office and other properties owned by the Town of Brutus. The work is performed under the general supervision of the Town Highway Superintendent with wide leeway allowed for the exercise of independent judgment in carrying out assignments.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assist in long-range planning of highway maintenance and construction projects and programs;
Assist in the implementation of contracts entered into with other governmental agencies and monitoring of progress to ensure that contract provisions are adhered to;
Assist in the preparation of expenditure reports, payroll reports and purchase requests;
Assist in maintaining inventory of equipment and materials;
Assist in bridge surveys and inspection of county and town roads and culverts;
Assist in estimates of materials and other items needed for various projects;
Assist in preparation budget estimates sheet;
In the absence of the Town Highway Superintendent, the Deputy Town Highway Superintendent will:

- Assign, schedule and supervise employees and equipment for highway and water work projects;
- Coordinate the use and distribution of equipment between the various highway construction and maintenance projects;
- Investigate accidents and makes reports;
- Oversee the placement of traffic signs and pavement markings on town highways;
- Act for the Town Highway Superintendent in his absence;
- Attend meetings and hearings representing the Superintendent;
- Answer inquiries from the public regarding Town Highway Department projects and maintenance activities;
- Make and check engineering drawings and projects;

Does related tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern road construction and maintenance methods and procedures;
Good knowledge of the equipment, materials, tools, terminology and safety precautions used in road maintenance and construction program;
Good knowledge of the principles and techniques of land survey;
Good knowledge of the principles, techniques in engineering drafting;
Ability to coordinate the distribution of equipment and personnel between various work projects;
Ability to inspect and evaluate work in progress and upon completion;
Ability to oversee the preparation and maintenance of financial records and reports;
Ability to supervise the work of others;
Ability to perform technical computations and make related estimates and tests;
Ability to establish good working relationships with others;
Ability to operate a variety of heavy construction equipment;
Ability to maintain records and make oral and written reports;
Ability to maintain inventories of equipment and material;
Willingness to work outdoors, occasionally under adverse conditions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a standard high school or possession of a general equivalency diploma and one year of experience in the construction and/or maintenance of streets and roads; OR
- (B) Three years of experience in the construction and/or maintenance of streets and roads. Supervisory experience preferred.

SPECIAL REQUIREMENT(S):

Appropriate level NYS driver's license.

FOOTNOTE:

Non-Competitive:

T. Brutus (6/17/15 NYS)

T. Genoa (10/22/01 NYS)

Exempt:

T. Aurelius; T. Cato; T. Ledyard; T. Locke; T. Mentz; T. Moravia; T. Niles; T. Scipio; T. Sennett; T. Sterling; T. Summerhill; T. Throop; T. Venice; T. Victory

T. Ira (PJC)

T. Montezuma (PJC)