



CAYUGA

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An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE

COUNTY

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F:\Civil\JobSpecs\Town
Highway Superintendent

TITLE:	TOWN HIGHWAY SUPERINTENDENT
JURISDICTIONAL CLASS:	NON-COMPETITIVE
CIVIL DIVISION:	TOWN OF BRUTUS, TOWN OF GENOA
ADOPTION:	CSM
REVISED:	CSM 2/8/86; 12/17/03

DISTINGUISHING FEATURES OF THE CLASS:

Supervises and leads in the construction and maintenance of town highways, roads, and bridges; does related work as required. This work involves responsibility for the maintenance of town roads to permit safe and efficient passage of vehicles throughout the year under all types of weather conditions. The Town Highway Superintendent receives no supervision from the Town Board in the technical features of his work. The County Highway Superintendent occasionally exercises supervision on special tasks and functions. Town Highway Superintendents supervise the work of motor equipment operators, road maintenance crews, and laborers.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises and leads in the construction and maintenance of town gravel, macadam, concrete, and dirt roads;
- Supervises the cleaning and maintenance of sluices, culverts, bridges, and sidewalks in town;
- Supervises the removal of snow, sanding, and oiling of town roads;
- Erects wire fences for snow blockades;
- Directs the cleaning, painting, and maintenance of road equipment and real property;
- Maintains shade trees along town highways;
- Recommends the purchase of hiring of stone crushers, bulldozers, power shovels, rollers, scarifiers, and other road building equipment;
- Purchases gravel and stone for gravel pits;
- Prepares an annual estimate for equipment, material, and labor necessary to maintain town roads and bridges;
- Leads in the construction, repair, and maintenance of sewers, catch basins, and manholes;
- Supervises the digging of trenches for water installations.

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

- Thorough knowledge of modern street construction and maintenance methods and procedures;
- Thorough knowledge of the use of road construction and maintenance equipment;
- Ability to understand and carry into effect blueprints;
- Ability to organize and supervise the work of others;
- Leadership;
- Accuracy;
- Honesty;
- Sobriety;
- Courtesy and tact with the public;
- Good physical condition.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a standard high school or possession of a general equivalency diploma and two years of experience in the construction and/or maintenance of streets and roads; OR

CAYUGA COUNTY CIVIL SERVICE COMMISSION***** Town Highway Superintendent *****

(B) Four years of experience in the construction and/or maintenance of streets and roads.