

ASSISTANT DIRECTOR OF HIGHWAY CONSTRUCTION AND MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position in the Highway Construction and Maintenance Division of the Department of Public Works. The incumbent is responsible for overseeing and coordinating the daily operation of work crews in the maintenance, repair and construction of roads, bridges, guardrails, drainage facilities, sector outposts, signage and other areas related to the County road system. In addition, the incumbent directly oversees the control of ice and snow on county highways during the winter season. This is a key position between daily operations and department administration, requiring the incumbent to have significant involvement in the development, implementation and enforcement of divisional policies and procedures. The work is performed under the direction of higher level administrative staff with considerable leeway allowed for addressing daily operational issues. General supervision is exercised over a variety of construction and maintenance personnel. The position is expected to be available to address emergency situations and snow and ice control activities outside of normal work hours.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs the daily operations of the Division, including overseeing all maintenance operations, highway, bridge and facility construction and reconstruction projects, and seasonal snow and ice control activities;
2. Prepares work orders, project schedules, personnel assignments, and material orders; assists with preparing specifications needed to secure material and equipment;
3. Assists with the preparation of plans, reports and recommendations concerning operations and projects for review by upper administration;
4. Assigns work projects to subordinate supervisory staff; conducts on-site inspection of projects and field work;
5. Assists with developing seasonal snow and ice control operational plans, including assigning routes to drivers, efficiently managing the distribution of sanders, plows and other equipment and materials, and conferring with local municipalities to coordinate activities;
6. Investigates complaints concerning the County highway system, including road conditions; takes appropriate remedial action or writes reports and recommendations for upper administration;
7. Oversees personnel management, including ensuring proper daily staffing, investigating possible disciplinary incidents, and enforcing departmental and County policies and procedures; assists with developing, revising and implementing policies and procedures as necessary;
8. Provides direction and instruction to work crews related to on-the-job safety;
9. Maintains records of operations, including project and material costs, reimbursement related documents and personnel and payroll information;
10. Consults with contractors and engineering staff as necessary on construction projects.

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of technology, equipment, materials and current practices of highway ice and snow control activities sufficient to plan for and oversee daily operations of a County highway department consisting of several hundred miles of roads and bridges and a number of outposts;
Knowledge of technology, equipment, materials and current practices of highway maintenance and construction sufficient to manage the day to day operations of a County highway department consisting of several hundred miles of roads and bridges and a number of outposts;
Knowledge of basic administration practices such as budgeting, record keeping, statistical analysis, specification development, personnel administration and supervision sufficient to manage the day to day operations of a County highway department consisting of several hundred miles of roads and bridges and a number of outposts;
Knowledge of basic engineering specifications documents and practices sufficient to interact with engineering staff and to assist in the planning, scheduling and management of projects;
Ability to prepare and maintain activity, cost and progress reports;
Ability to supervise a multi-site organization;
Ability to work in cooperation with surrounding municipalities;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in construction management, construction technology or a related field and four (4) years of supervisory or administrative experience in the field of highway construction and/or maintenance;
OR: (B) Eight (8) years of supervisory or administrative experience in the field of highway construction and/or maintenance;
OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment and to maintain position.

TR4102

ADOPTED: 01/01/78
REVISED: 12/14/83
01/20/87
11/24/15