

DIRECTOR OF HIGHWAY CONSTRUCTION AND MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility in the management and administration of County highway and bridge construction and maintenance in the Highway Construction and Maintenance Division of the Department of Public Works. This position is responsible for planning the long-term and directing the daily operational construction and maintenance activities performed by the Division, under the supervision of the Commissioner or Deputy of Public Works or another higher level administrative position. The position usually acts in an independent manner regarding daily operations of the division. Responsibilities include administrative operations, highway operations, road and bridge construction, the demolition of structures, control of ice and snow, road maintenance and repair work, and vehicle, facilities and equipment acquisition and maintenance. Contacts are usually with subordinate staff of the division to plan projects or review and provide direction on the daily work activities of the division, with other divisions within the department to coordinate work activities, with administrative support departments of the County on legal, personnel and financial activities of the division, with representatives of New York State, local municipalities and utilities to plan and coordinate division work activities, and with the public related to general comments, concerns and complaints. General supervision is exercised over construction, maintenance and administrative personnel. Travel in the course of a workday is required. Assignments outside of normal working hours are expected.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those 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. They are not meant to be all-inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Directs the daily operations of the Division in the construction and maintenance of the County road and bridge system, conferring with subordinate administrative, construction and maintenance supervisory personnel on projects and daily operations;
2. Directs the preparation of work orders, project schedules, personnel assignments and material orders, as well as the specifications needed to secure certain materials and equipment;
3. Directs the preparation of plans, reports and recommendations concerning highway operations and projects for submission to, and review by, the Deputy Commissioner of Public Works, establishing priorities and operational policies;
4. Makes on-site inspection of all major projects and inspects other field work operations as required;
5. Confers with Town Highway Superintendents, State highway maintenance representatives and others on division operations and projects and coordinating snow and ice control operations;
6. Directs the maintenance of records of division operations and ice and snow control operations, with emphasis given to Town assistance on County highways for the purpose of computing reimbursement funds;
7. Assists the Deputy Commissioner in directing the administration and supervision of all accounts and administrative and financial record keeping, including budget preparation and administration, personnel and payroll administration, and fiscal operations, including allocation of funds and capital projects monies;
8. Investigates complaints involving the maintenance, improvement to and upgrading of the County road system and takes appropriate action;
9. Executes special assignments as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of civil engineering and construction management principles and practices involved in highway and bridge construction, demolition and maintenance, to direct the operations of the division in a cost effective and efficient manner;

Knowledge of the techniques, equipment and materials used in snow and ice removal operations to ensure roads and bridges are cleared promptly and are available and safe for public use after storm events;

Knowledge of the theory and practices of budgeting, time study, financial record keeping, personnel administration, supervision and administrative controls to prepare and maintain the division budget, supervise the fiscal and financial operations of the division, and to provide adequate supervision and direction to the subordinate staff in the division;

Ability to plan, direct and supervise the work of others to ensure the responsibilities of the division are met;

Ability to understand and follow complex oral and written instructions, and Federal, State and local laws, rules and regulations;

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 civil engineering, construction management technology or a related field and six (6) years of engineering or construction management experience involving highway-related construction, maintenance or inspection, which includes or is supplemented by two (2) years of supervisory level highway-related experience as described above;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in construction management technology or a related field and eight (8) years of engineering or construction management experience involving highway-related construction, maintenance or inspection, which includes or is supplemented by two (2) years of supervisory level highway-related experience as described above;
- OR: (C) Twelve (12) years of engineering or construction management experience involving highway-related construction, maintenance or inspection, which includes or is supplemented by two (2) years of supervisory level highway-related experience as described above;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

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

ADOPTED: 01/01/00 REVISED: 02/08/13