

**DEPUTY COMMISSIONER OF PUBLIC WORKS, PARKS, RECREATION & YOUTH
SERVICES-HIGHWAY**

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works, Parks, Recreation & Youth Services and as the director of the Division of Highways, the incumbent is responsible for the activities involved in the repair and maintenance of County highway system, including roadways, signage, guiderails, bridges, culverts, roadside maintenance, and snow and ice control, as well as all matters related to the New York State Highway Law. The incumbent works with the Commissioner and administrative personnel to determine the needs and priorities of County Highway related projects. The incumbent is the Deputy County Highway Superintendent and in the absence of the Commissioner of Public Works, Parks, Recreation & Youth Services (County Highway Superintendent) is responsible for all requirements as established by appropriate New York State Highway Law. Supervision is exercised over professional, technical, trade and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts for and on behalf of the Commissioner of Public Works on all matters pertaining to the Division of Highways;
Plans and directs the work of the Division of Highways;
Establishes, directs and supervises the highway repair and maintenance program, including all highway infrastructure;
Consults and coordinates with other divisions, municipalities, agencies, and others on traffic, highway, and related matters;
Issues or rejects permits to utility companies and contractors for work within the county rights-of-way;
Issues or rejects permits to property owners for driveway permits within County right-or-ways
Establishes rental rates for towns and County equipment;
Processes requests from Towns regarding speed limits and other traffic control items;
Advises Town Highway Superintendents on highway repair and maintenance problems within their jurisdiction;
Directs the snow removal operation of County Highways;
Establishes and directs the repair/replacement and maintenance program for all equipment in the Division of Highway;
Hires, evaluates, disciplines, and terminates division staff;
Administers contracts and agreements for services and equipment for the Division of Highways, and coordinated bids and bid awards as necessary;
Prepares the annual operating and capital budgets for the Division of Highways and confers with the Commissioner on the relative priorities of requests;
Directs special studies on traffic, highway repair and maintenance problems.

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil engineering principles and practices including methods, materials, equipment, tools, and terminology used in the construction, repair, and maintenance techniques of highways and highway infrastructure;

Thorough knowledge of New York State Highway Law;

Thorough knowledge of the theories and practices of budgeting and financial record keeping, personnel administration, supervision, and administrative techniques and practices;

Good knowledge of the current practices of asset management as it relates to highways and highway infrastructure;

Good knowledge of the theory and ability to plan, organize and direct the work of others;

Good knowledge of Public Works administration;

Ability to establish cooperative relationships with engineers, contractors, vendors, and the general public;

Ability to understand, interpret, and carry out complex oral and written directives;

Ability to read, interpret, and understand design drawings and specifications related to highways and highway infrastructure;

Ability to prepare, maintain, and present a variety of reports;

Ability to make or obtain cost estimates for highway related work;

Tact in dealing with the public;

Willingness to respond to emergency situations;

Dependability;

Resourcefulness;

Initiative;

Integrity;

SUGGESTED MINIMUM QUALIFICATIONS:*

- A) Graduation from a New York State registered college or university with a Master's Degree in engineering, engineering technology, construction management, or a closely related field, and four years of experience with emphasis on highway and highway infrastructure repair and maintenance including three years of supervisory experience over staff performing professional activities; or
- B) Graduation from a New York State registered college or regionally accredited college or university with a Bachelor's Degree in engineering, engineering technology, construction management, or a closely related field and six years of experience as described in A) including three years of

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supervisory experience over staff performing professional activities; or

- C) Ten years experience in highway and highway infrastructure repair and maintenance including three years of supervisory experience over staff performing professional activities.
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

SPECIAL REQUIREMENTS:

- A) Possession of an appropriate New York State drivers license at the time of appointment.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

*Not specified in the Broome County Administrative Code.

SPECIAL NOTE: Incumbent is designated as an Emergency Operations Center staff member by the County Executive.

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 Revised 3/3/22
 Revised 4/15/22