

ASSISTANT GENERAL HIGHWAY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Public Works-Highways, an employee in this class is responsible for controlling and monitoring the maintenance of all County highways in a major geographical area of the County. Supervision is exercised over the work of Highway Crew Supervisors and employees of the highway department responsible for performing maintenance work on County highways. Completed work may be reviewed by the Deputy Commissioner of Public Works-Highways in terms of feasibility, compatibility or effectiveness. However, the results are considered technically authoritative and are normally accepted without significant change. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols and inspects highways and adjacent areas within a geographical area to determine condition and maintenance needs;

Schedules work projects and makes individual work assignments to Highway Crew Supervisors based on priorities;

Assigns activities and tasks to be performed and answers questions concerning work procedures or problems;

Inspects work upon completion to insure adherence to instructions, guidelines and schedules;

Ensures the contractual obligations of snow and ice control for the various towns in an assigned geographical area;

Maintains written records of work performed and materials and labor used;

Supervises and may participate in snow and ice control activities;

Explains highway work plans to property owners;

May perform the duties of the Deputy Commissioner of Public Works-Highways in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods, materials, tools and terminology used in the construction and maintenance of roads and adjacent areas, including snow and ice control;

Thorough knowledge of safety precautions used in highway construction and maintenance work as well as snow and ice removal;

Good knowledge of the geographic area of Broome County and its highways, streets and roads;

Ability to read and interpret sketches, blueprints, plans and specifications;

Ability to make basic arithmetic computations;

Ability to supervise the work of others;

Ability to understand and follow complex oral and written instructions;

Ability to give clear and concise oral instructions;

Ability to prepare written reports of materials, equipment and labor used;

Ability to use and operate a variety of hand and power tools as well as both self-propelled and stationary mechanized equipment;

Willingness to respond to emergencies and work overtime;

Willingness to travel roads during storm conditions;

Resourcefulness;

Good judgement;

Dependability;

Initiative;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and eight years of experience in the construction and/or maintenance of highways in such areas as drainage, earthwork, paving, surface treatment and shoulder stabilization, three years of which must have been in a supervisory capacity.

NOTE: Education beyond high school at a regionally accredited or New York State registered college or university in engineering, engineering technology or a closely related field may be substituted for the non-supervisory experience on a year for year basis.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Commercial Driver's License (CDL).

R332 4/22/05

COMPETITIVE