

County Highway Director Tompkins County

Department: Highway
Classification: Competitive
Labor Grade: Management Grade 89
Approved: 12/20/88, Eff. 1/1/89
Revised: 03/01; 10/04; 04/05; 06/10; 11/11; 10/16; 6/2023
By: HB, Deputy Commissioner of Human Resources

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in civil engineering, construction management, business management or public administration AND eight years of progressively responsible experience in construction and/or maintenance of roads, bridges, and rights-of-way, of which at least three (3) years shall have been in a management or supervisory capacity on highway or bridge construction projects including responsibility for project budgeting; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in construction technology AND ten years of progressively responsible experience in construction and/or maintenance of roads, bridges, and rights-of-way, of which at least three (3) years shall have been in a management or supervisory capacity on highway or bridge construction projects including responsibility for project budgeting; **OR**
- (c) High School diploma or GED and 12 years of progressively responsible experience in construction and/or maintenance of roads, bridges, and rights-of-way, of which at least three (3) years shall have been in a management or supervisory capacity on highway or bridge construction projects including responsibility for project budgeting;

SPECIAL REQUIREMENTS:

The candidate must obtain a New York State Class D Driver's License within thirty days of appointment and maintain a valid license for the duration of employment.

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County within a reasonable period of time from the date of appointment. Waiver of residency requirements subject to approval of the County Administrator with written notice to the County Legislature.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position responsible for the administration and coordination of all activities of the Highway Department, including the division of Weights and Measures. As a key steward of the County's highway and bridge infrastructure, the Director is responsible for managing all aspects of a contemporary, customer-sensitive highway operation including planning, design, in-house and contracted road and bridge maintenance and construction, snow and ice removal, and administrative services that support these core functions. The County Highway Director is required to understand and manage the network of county

highways and bridges as a part of a transportation system that is integrated with State and local highways and other modes of transportation. The Director is also responsible for oversight and enforcement of State laws, rules and regulations as they relate to weights and measures. Responsibilities involve frequent interaction with local municipal and State highway officials and State Department of Agriculture and Markets officials. The Director must effectively communicate with multiple audiences, including staff, managers, legislators, business owners and the public. The position requires substantial administrative, construction management, budgeting, labor management, project management, program planning, communication, and public relations skills. An incumbent in this class is required to exercise considerable independent judgment when planning, coordinating and delegating work projects.

The work is currently performed under the general direction of the County Administrator in accordance with established policies, procedures, and applicable state laws. The County Highway Director provides direct supervision to immediate subordinates and general supervision to all other employees of the division. The incumbent is expected to foster a supportive, collaborative, inclusive, and diverse work environment utilizing modern management techniques to improve the efficiency and effectiveness of the County Highway program. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Prepares and recommends to the County Administrator policies and procedures for management of County roads and bridges and weights and measures functions;

Prepares the Department's budget, including the Weights & Measures Division;

Directs the development and implementation of the Five Year Capital Program as it relates to the construction or improvement of County roads and bridges and the equipment needed for the department to maintain a modern, safe and efficient fleet;

Directs the development of an annual highway work plan that implements projects included in the Capital Program and also designates all highway and bridge repairs and improvements planned for implementation in the upcoming year;

Contracts for engineering and other necessary technical counsel with the approval of the County Legislature and within appropriated amounts;

Directs the development of plans and specifications, advertising, bidding, awarding, and constructing of highways and bridges;

Interacts with state and federal highway officials and funding agencies to maximize opportunities to secure state and federal financial participation in highway and bridge projects;

Oversees the management of all Department projects to ensure all aspects of all projects are undertaken on a timely basis, within budget, and with quality;

Establishes specifications, standards, policies, and procedures for road and bridge improvements, design and construction, utility relocation, and other matters concerning County highways and bridges

Coordinates and/or performs annual inspection of the work performed on county highways and bridges;

Recommends and implements appropriate cost accounting and reporting systems for managerial review and control of the Department's activities;

Enforces and administers the County's Road Preservation Law;

Receives and responds to public concern over highway and bridge facilities, weights and measures;

Identifies and implements training opportunities for staff, and maintains a system of annual employee performance reviews, as a means to improve quality and enhance career development;

Approves and is responsible for the implementation of plans for snow removal and ice control;

Confers with State and local officials on highway problems within the County;

Coordinates the development of and approves the specifications for the purchase of equipment and materials;

Coordinates shop duties required for maintenance and service of highway and inter-county department fleet vehicles;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices involved in the initiation, planning, coordinating and development of highway maintenance programs and projects;

Comprehensive knowledge of the principles and practices of administration to include budgeting, personnel administration, project management, program reporting and communication, and supervising principles and techniques;

Comprehensive knowledge of modern principles and practices involved in the construction and maintenance of highways and bridges;

Thorough knowledge of Highway Law as well as all applicable codes, rules, regulations, and policies governing the County highways and bridges;

Demonstrated ability to provide leadership in a diverse workforce, cultivating respectful, inclusive and safe environments;

Ability to anticipate the future needs of the public as they apply to the development of long-range maintenance and construction programs;

Ability to interpret and effectively implement complex oral and written information in ways that are accessible for diverse audiences;

Effective communication and interpersonal skills to develop and foster strong relationships with a variety of stakeholders including the public, County departments, contractors, consultants, and governmental and private agencies;

Ability to gather, organize and analyze data for fiscal, evaluative and strategic planning purposes, utilizing inclusive practices to ensure equity in decision making

Sound professional judgment, dependability, initiative, and resourcefulness;

Demonstrated ability to be tactful, courteous, accountable and integral;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

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