

Deputy Town Highway Superintendent (Various Towns) Tompkins County

Department: Town of Danby
Classification: Exempt
Approved: Town Board Action 12/2006
Revised: 02/16
By: AF, Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

(a) Graduation from high school or possession of a high school equivalency diploma and five years of experience operating highway equipment with two years of which must of involved supervisory responsibilities; **OR**

(b) Any combination of training and experience greater than that defined in (a).

SPECIAL REQUIREMENTS:

Must possess and maintain a valid New York State CDL driver's license and clear driving record. Will be subject to mandatory random drug testing.

Responsiveness to Town constituents during emergencies, position requires "on call" status 24 hours a day, seven days a week.

Take and subscribe the constitutional oath of office, and file such in either the Town or County Clerk's offices, before assuming duties.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for assisting the Town Highway Superintendent with directing, planning and supervising the construction, improvement, repair, care, and maintenance of designated highways, bridges, sluices, waterways, and culverts for drainage within the Town of Danby. Position is appointed by the Highway Superintendent and ratified by the Town Board. Appointment is a two-year term commencing the first day of January next succeeding the next biennial Town election. The work is performed under the general supervision of the Town Highway Superintendent. Position requires considerable leeway for the use of independent judgment in carrying out work activities. Supervises the work of subordinate staff and work crews. This is a "working" supervisor position. Does related work as required.

TYPICAL WORK ACTIVITIES: (including but not limited to)

- Assists Highway Superintendent in the planning and coordination of operations of Danby Highway Department;
- Oversees the construction and maintenance of highways and related structures;
- Assists Highway Superintendent with the annual budget process;
- Relays written or oral direction from Highway Superintendent to the crews;
- Supervises the work of subordinate personnel, planning, assigning and reviewing work and makes staffing recommendations;
- Monitors construction and maintains budget to track expenditures;
- Makes recommendations on improvements and changes to infrastructure and facilities;
- Prepares reports, keeps daily logs of projects, and tracks program costs for Highway Superintendent;
- Prepares other related records and reports as required;
- Aides in the coordination of joint projects with other departments, governments, residents and agencies;
- Respond to constituents inquires relating to highway infrastructure including drainage, paving, snow and weed control, and all related maintenance;
- Provide leadership in maintaining good and effective public relations;
- Provide technical assistance to Town Board and other boards, committees, officials and other department's staff;
- Keeps aware of safety procedures and/or potential safety hazards and relays them to the crew;
- Assists in the management of department records, documents and equipment;
- Assumes all duties and responsibilities of the Highway Superintendent in his/her absence;
- While substituting for Highway Superintendent, signs requisitions, deals with public demands, checks roads in inclement weather, completes daily time sheets and checks work sites;

- Available for 24-hour emergency response.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, methods, tools, equipment, materials, terminology and safety precautions of highway construction, snow removal, maintenance and repairs;
- Good knowledge and experience as heavy equipment operator, mechanic, or construction craft person
- Good knowledge of the proper use and operation of construction equipment;
- Good knowledge of management principles and practices;
- Ability to read and understand sketches, blueprints and plans;
- Ability to plan, schedule and coordinate complex and diverse phases of highway projects and programs;
- Ability to deal courteously and effectively with the public, boards, committees, residents, and counterparts in other agencies;
- Ability to plan, organize, train, and supervise the work of others;
- Ability to understand and carry out complex oral and written instructions
- Ability to effectively communicate in both oral and written forms;
- Ability to monitor expenditures and maintain an inventory of supplies;
- Ability to prepare records and reports;
- Possession of high professional standards, integrity and honesty;
- Ability to be tactful and show good judgment;
- Working knowledge of Federal, State, and Town Code;
- Physical condition commensurate with the demands of the position.

D83.DOC

Originally created for Danby 12/2006