

DEPUTY COUNTY HIGHWAY SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Assists in planning, coordinating, design and administering the activities of the County Highway Department and county public works projects; does related work as required under the supervision of the County Highway Superintendent. Acts on behalf of the County Highway Superintendent during his/her absence.

DISTINGUISHING FEATURES OF THE CLASS: This is high-level administrative and engineering work involving responsibility for carrying out the public works projects and maintenance programs. The work is performed under the general direction of the County Highway Superintendent, with considerable latitude permitted for independent judgment in carrying out assigned tasks. Supervision is exercised over all the activities of the department.

EXAMPLES OF WORK (Illustrative only)

- Carries out policies and plans of the County Highway Superintendent in the maintenance and repair of the existing highway system and the design and construction of highways & bridges;
- Directly supervises and reviews the work of the engineering division staff in the design, specification preparation and inspection of highway projects;
- Determines county highway and bridge construction and maintenance needs and plans, designs and carries out necessary construction projects;
- Conducts short- and long-range studies to determine future construction needs;
- Conducts traffic and safety surveys and supervises the installation of traffic control devices and painting of highway markings;
- Assists Town Highway Superintendents by conducting studies and surveys and by providing professional assistance;
- May assist other county departments with building projects, renovations, design, construction oversight, plan preparation, etc.;
- Upon the direction of the County Highway Superintendent, confers with State and local officials on highway problems within the County;
- Participates in the preparation of specifications for and the purchase of highway materials and equipment;
- Collects data necessary for the preparation of the department budget and monitors spending to assure that necessary budget controls are maintained;
- Prepares department activity records and reports;
- Operate a personal computer and related peripheral equipment for technical applications such as drafting and design;
- Reviews permits.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the principles and practices of civil engineering; good knowledge of procedures involved in the initiation, planning and development of public work projects; ability to plan and coordinate engineering projects; good knowledge of construction and repair materials, methods, standards and costs; ability to review and evaluate engineering plans and designs; ability to understand and carry out complex oral or written instructions; skill in the administration of field and office phases of capital construction; ability to prepare and maintain technical records and reports; sound professional judgment, ability to plan, assign and supervise the work of others; initiative and resourcefulness; good computer skills, good judgment; good communication skills; physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in civil engineering technology or a related field and five years of experience in engineering work

SPECIAL REQUIREMENT:

Must be a Herkimer County resident at the time of appointment and at all times while serving in the position

Competitive Class

Adopted 12/20/1988 CSC

Revised 07/27/2007 Personnel Officer

Revised 09/07/2016 Personnel Officer

Revised 6/22/2020 Personnel Officer