

**TOWN HIGHWAY SUPERINTENDENT**  
**(Town of Union)**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Commissioner of Public Works, the incumbent plans, prepares, implements, coordinates and reviews the activities and operation of the highway department for the Town of Union. The incumbent has responsibility for activities that include the construction, improvement, repair and maintenance of designated roadways, bridges, sidewalks, drainage systems, traffic signals, road signage and striping, maintenance of all highway equipment and Town vehicles and equipment and related public systems. The incumbent supervises the work of all highway department employees, and has the authority to act for and in place of the Commissioner of Public Works within the assigned areas of responsibility. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises the overall administration and direction of highway department operations and vehicle maintenance;  
Schedules and supervises work projects and makes individual work assignments;  
Oversees work in progress and that which is completed to insure adherence to instructions, guidelines and schedules;  
Establishes a time frame for projects, reviews the quality of work performed and ensures timely completion of tasks;  
Ensures compliance with federal, state and local laws, regulations and codes;  
Plans, directs and budgets all activities in the highway department;  
Prepares departmental operating and capital budgets;  
Administers and approves all expenditures, including accounts payable and contracts for outside services;  
Represents the highway department at a variety of meetings both within and outside of the town system;  
Responsibility for ordering and maintaining materials, supplies and equipment required in the operation of the highway department;  
Provides leadership in maintaining good and effective public relations related to town facilities and public systems;  
Responds to and addresses complaints, concerns and questions regarding the highway department and formulates solutions regarding highway department issues;  
Attends seminars on a variety of department related subjects;  
Performs highway department duties and operates equipment when necessary;

Prepares a variety of reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of methods, materials, tools and terminology used in the operation of a highway department;  
Thorough knowledge of safety precautions required and implemented in highway department activities;  
Thorough knowledge of highway department financing and administration;  
Working knowledge of the laws, rules and regulations relating to road projects including design, selection, contract bidding, awards and management;  
Working knowledge of snow and ice control techniques and practices;  
Ability to plan, assign and supervise the work of employees engaged in a variety of road construction and maintenance operations;  
Ability to establish and maintain effective working relationships with town officials and departments, state and federal agencies and the general public;  
Ability to communicate effectively both orally and in writing;  
Ability to prepare a variety of reports regarding materials, equipment and labor used in the operation of a highway department;  
Ability to read and interpret plans and specifications;  
Ability to plan and organize the work of others;  
Skill in planning and organizing a variety of activities;  
Skill in the use of tools and equipment used in the operation of a highway department;  
Willingness to work in adverse weather conditions;  
Willingness to work outside of normal working hours and weekends;  
Dependability;  
Good judgment;  
Good communication skills.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in construction technology, public works administration or closely related field and four years of experience in construction

technology or highway maintenance, two of which must have included supervisory responsibilities; OR

B) Graduation from high school or possession of a high school equivalency diploma and six years of experience in construction technology or highway maintenance, two of which must have included supervisory responsibilities; OR

C) An equivalent combination of training and experience as described by the limits of A) and B) above.

SPECIAL REQUIREMENT: Possession of the appropriate, valid New York State Driver's License is required.

NOTE: Employees in this position may be required to work/be on call evenings and weekends.