

DEPUTY COMMISSIONER OF PUBLIC WORKS-DIVISION OF HIGHWAYS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works and as the director of the Division of Highways, the incumbent is responsible for the activities involved in the repair and maintenance of County highway system, including snow and ice control, and all matters related to the New York State Highway Law. The incumbent works with the Commissioner and administrative personnel to determine the needs and priorities of County Highway related projects. The incumbent is the Deputy County Highway Superintendent and in the absence of the Commissioner of Public Works (County Highway Superintendent) is responsible for all requirements as established by appropriate New York State Highway Law. Supervision is exercised over professional, technical, trade and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts for and on behalf of the Commissioner of Public Works on all matters pertaining to the Division of Highways;
Plans and directs the work of the Division of Highways;
Establishes, directs and supervises the highway repair and maintenance program;
Consults and coordinates with other municipalities, agencies, and others on traffic, highway, and related matters;
Issues or rejects permits to utility companies and contractors for work within the county right-of-way;
Establishes rental rates for towns and County equipment;
Processes requests from Towns regarding speed limits and other traffic control items;
Advises Town Highway Superintendents on highway repair and maintenance problems within their jurisdiction;
Directs the snow removal operation of County Highways;
Establishes and directs the repair and maintenance program for all equipment in the Division of Highway;
Prepares the annual budget for the Division of Highways and confers with the Commissioner on the relative priorities of requests;
Directs special studies on traffic, highway repair and maintenance problems.

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil engineering principles and practices with special reference to highway construction, repair and maintenance;
Thorough knowledge of administrative techniques and practices;
Good knowledge of the theory and ability to plan, organize and direct the work of others;
Good judgement in engineering matters;

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Tact in dealing with the public;

Resourcefulness;

Initiative;

Integrity;

SUGGESTED MINIMUM QUALIFICATIONS:*

- A) Graduation from a New York State registered college or university with a Master's Degree in engineering and four years of engineering experience with emphasis on highway repair and maintenance including three years of supervisory experience over staff performing professional activities; or
- B) Graduation from a New York State registered college or regionally accredited college or university with a Bachelor's Degree in Engineering, and six years of experience as described in A) including three years of supervisory experience over staff performing professional activities; or
- C) Ten years experience in highway repair and maintenance including three years of supervisory experience over staff performing professional activities.
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

SPECIAL REQUIREMENTS:

- A) Possession of an appropriate New York State drivers license at the time of appointment.

*Not specified in the Broome County Administrative Code.

SPECIAL NOTE: Incumbent is designated as an Emergency Operations Center staff member by the County Executive.