

SUPERINTENDENT OF HIGHWAYS

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for supervising and participating in construction, repair and maintenance of Town-owned streets, sidewalks and related facilities. This is a working supervisory position in which the incumbent is expected to participate in work activities and also supervise and administer the Highway Department. Work includes making recommendations to the Town Board with regard to the Highway Department budget, personnel, and equipment. The incumbent is also responsible for all snow and ice control activities on all Town roads and facilities. The work is performed under the general direction of the Town Supervisor and Town Board. Supervision is exercised over subordinate staff.

TYPICAL WORK ACTIVITIES:

1. Manage the operations of the Department including budgetary planning, financial management, equipment purchases and maintenance, general purchases, long and short-range planning, and personnel;
2. Responds to requests and/or complaints from Town residents with respect to the services provided by the Highway Department;
3. Supervises the day-to-day road maintenance activities of the Highway Department, including personnel, contractors and vendors;
4. Plans, assigns and inspects work of subordinates;
5. Supervises and participates in a wide variety of road maintenance tasks such as resurfacing streets, patching roads, snow and ice removal, cleaning and repairing drainage systems and catch basins, cleaning and repairing culverts, etc.;
6. Supervise and operate a variety of automotive equipment such as a pick-up truck, water truck, snow plow, sander, dump truck, bucket truck, mower, backhoe, front end loader, chipper, grader, welder, and roller. Use a variety of hand and power tools;
7. Supervises and participates in the maintenance and repair of equipment;
8. Supervises and participates in the maintenance, limbing and removal of trees, branches and brush along Town roads and facilities;
9. Assumes responsibility for the inventory of materials, parts, equipment and tools;
10. Provides on site training and direction for the use of proper field and shop safety procedures;
11. Implement and maintain all federal, state and local safety rules and regulations. Conduct all required safety training; ensure compliance with PESH and OSHA standards;
12. Maintains records of material and equipment and submits reports as required;

13. Completes daily work and/or activity reports to document labor, equipment or materials used on various assignments, submits reports as directed;
14. Maintains employee attendance records and manages time-off requests to maintain required staffing;
15. Appears at Town Board and other meetings to report, advise and offer recommendations as requested;
16. Attend schools, seminars and conferences related to highway construction, maintenance, repair;
17. Oversees excavation, grading, drainage, and embankment projects;
18. Oversees and participates in inspection and record keeping for bulk petroleum storage;
19. Does related work as required.

SUPERVISORY RESPONSIBILITIES:

The Superintendent of Highways supervises the Highway Department's Motor Equipment Operators and Laborers. Supervisory responsibilities include making hiring recommendations; planning, scheduling and assigning work; instructing and training staff in proper work methods; checking and approving work; conducting performance evaluations; recommending salary adjustments and promotions; and making recommendations regarding unsatisfactory employees.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to climb, balance, stoop, kneel, crouch, crawl, reach, sit, stand, walk, push, pull, lift, use fingers, grasp, feel, speak and understand English, hear, and perform repetitive motions. Ability to exert up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS:

The incumbent may be subject to the following indoor and outdoor environmental work conditions:

1. extreme temperatures: temperatures below 32 degrees for periods of more than one hour and temperatures above 100 degrees for periods of more than one hour.
2. noise: ambient noise levels requiring shouting in order to be heard.
3. vibration: exposure to oscillating movements of the extremities or whole body.
4. occupational hazards including a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat, exposure to chemicals, exposure to serious injury (crushed fingers, extensive burns, broken bones).

5. unpleasant tasks: duties may include handling garbage or soiled linen, strongly unpleasant odors, etc.
6. atmospheric conditions: exposure to conditions that could affect the respiratory system or the skin, including fumes, odors, dusts, mists, gases or poor ventilation.

The employer shall provide the means to secure appropriate personal protective equipment (PPE) to the incumbent and Highway Department staff. The Incumbent shall ensure that PPE is in-stock and available for use as needed, and that Highway Department staff are using the PPE appropriately when needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of street construction and maintenance practices; good knowledge of the principles underlying the management of a street maintenance force; ability to plan and supervise the work of others; good judgment; tact; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid work experience in road construction or construction trades; two (2) of which involved supervisory responsibility.

SPECIAL REQUIREMENT:

Candidates must possess the appropriate New York State Commercial Driver's license at time of appointment to maintain position. This license must contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment.

Candidates must be resident in NY State and should live in reasonable proximity to the Town of North East Highway Garage.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow

any other job-related instructions and to perform any other job-related duties as required by the Town Board and/or the Town Supervisor.

- This job description is intended for the internal use by the Town of North East and does not replace the job specification that has been adopted by the Dutchess County Personnel Officer.
- This job description does not create a contract of employment, express or implied