

Civil Division: Towns  
Jurisdictional Class: Exempt (where Superintendent position is elective)  
EEO Category: Administrative Support  
Revised: 10/18/17

## **DEPUTY TOWN HIGHWAY SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible supervisory work involving the use of mature judgement and supervisory ability in planning and coordinating Highway Department operations. The incumbent works under the direction of the Highway Superintendent and acts in place of the Highway Superintendent in his/her absence. The deputy is required to be available for twenty-four (24) hour emergency response. The work is reviewed in a general way for adherence to town policies. Supervision is exercised over subordinate personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists Highway Superintendent in the planning and coordination of operations of the Highway Department;

Oversees the construction and maintenance of highways and related structures;

Assists Highway Superintendent with the annual budget process;

Relays written or oral directions from Highway Superintendent to the crews;

Supervises, plans, makes staffing recommendations, assigns and reviews the work of subordinate personnel;

Monitors construction and maintains budget to track expenditures;

Makes recommendations on improvements and changes to infrastructure and facilities;

Prepares reports, keeps daily project logs, and tracks program costs;

Prepares other related records and reports as required;

Aids in the coordination of joint projects with other departments, governments, residents and agencies;

Responds to constituents' inquiries relating to highway infrastructure, including drainage, paving, snow and weed control and all related maintenance;

Provides leadership in maintaining good and effective public relations;

Provides technical assistance to Town Board and other boards, committees, officials and other departments' 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.

The omission of specific statements of duties in the above listed examples does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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**FULL PERFORMANCE 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 in the operation and maintenance of heavy equipment; good knowledge of the proper use and operation of construction equipment; good knowledge of management principles and practices; ability to plan, schedule and coordinate complex and diverse phases of highway projects and programs.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of experience, and other such qualifications, as the Town Supervisor may determine appropriate.

**SUGGESTED QUALIFICATIONS:** Candidate must meet suggested qualifications at time of application.

Must possess a clear driving record and a valid New York State CDL driver's license. CDL license must be maintained throughout appointment; **AND**

Graduation from high school (or a higher education level) or possession of a high school equivalency diploma **AND** a minimum of five (5) years of experience operating highway equipment, two (2) years of which involved supervisory responsibilities.

Adopted: 05/11/17  
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