Town Highway Superintendent
(Appointed)

DISTINGUISHING FEATURES OF THE CLASS: This managerial position oversees the planning, directing and supervising of all Highway/Department of Public Works facilities and functions including but not limited to highway, water, sewer, parks, trails, walkways, sidewalks, storm-water, and buildings and grounds. Work is performed in accordance with the policies of the Town Board and includes other duties and powers as may be conferred by Town Law, General Municipal law, and Public Officers Law or the rules and regulations of the Department of Transportation including the powers and duties exercised or performed by Highway Superintendents. Employees in this position play an advisory role to the Town Board. Position requires exercise of independent judgment, as well as consults with professionals in the fields of civil engineering, environmental health, workplace safety, etc. A Town Highway Superintendent does related work as required.

TYPICAL WORK ACTIVITIES:

- Determines plan of preventative maintenance for town roads and infrastructure;
- Plans and presents proposed Highway Department budget to town officials for approval as required by Town Board and/or Law, and determines necessary budgetary controls;
- Supervises and may participate in the repair of roadways and related infrastructure;
- Supervises and may participate in the construction and repair of culverts, gutters and retaining walls;
- Supervises and may participate in ice control and snow clearing operations;
- Supervises and may participate in the maintenance of town owned highway equipment such as trucks, graders, excavators, rollers, pavers, police vehicles, and related equipment;
- Insures maintenance and upkeep of town buildings or properties;
- Directs the ordering of crushed stone, asphalt, rock salt and any/all associated supplies to carry out the functions of the highway department;
- Responds to complaints, concerns, and questions from the general public, other Town Departments and the Town Board in order to maintain good and effective public relations;
- Initiates studies and designs programs for Town Board consideration;
- Confers with State and County officials on highway problems within the town;
- Complies with all Town Board policies, procedures, rules and regulations;
- Proposes and/or suggests local laws, policies and/or procedures for Town Board action to ensure safety and protection of both the town highway infrastructure system, equipment and the general public;
- May supervise and participate in safety training;
- May manage inventory of highway resources;
- May maintain employee records, e.g. employment application, training certifications, payroll;
- May perform additional duties and/or responsibilities such as overseeing and participating in work in town parks, cemeteries, other town buildings, etc.

FULL PERFORMANCE, KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTRICS: Thorough knowledge of the principles and practices of highway maintenance and repair work; thorough knowledge of the nature and characteristics of the varieties of road building and repair materials and equipment; good knowledge of budget preparations and effective operation of an implemented budget; skill in the operation of a variety of mechanized equipment; ability to supervise subordinates to maximum performance and maintain high morale; ability to respond to complaints, concerns, questions, etc. from the general public, other town departments and Town Board in order to maintain good and effective public relations; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICIATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with at least an associates degree in engineering, construction, surveying, building technology or a closely related field and four (4) years of experience in public works construction or maintenance activities;
OR

B. Six (6) years of experience in public works construction or maintenance activities, three (3) year of which must have involved experience at a supervisory level. Supervisory experience should have included materials and cost estimating, planning and actual supervision of repairs and maintenance work; or,

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

Special Requirement:

1. Possession of a valid Class B, New York State Driver's License is preferred.
2. New York State Town Law, §20 establishes this as a Town Officer, as such, residency requirements shall be as outlined by New York State Public Officers Law §3.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 2/18/2009
Revised: 6/17/10; 2/18/2016, 2/28/2022