

## HIGHWAY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is an elected position with responsibility for planning and directing the activities of the highway department of a town or village. The position requires a thorough knowledge of highway activities and demonstrated ability to plan and supervise the work of a small number of operators and laborers. Under the general supervision of the Town or Village Board, the Highway Superintendent is responsible for planning and organizing the various activities of the department and for assuming final responsibility for results of work. Oversees the work of subordinates through onsite work and inspection. Performs related work as required.

### TYPICAL WORK ACTIVITIES (Illustrative only)

Plans and lays out work for employees engaged in maintenance of highways and sidewalks;  
Leads employees and participates, when necessary, in the work of the highway department;  
Purchases supplies, materials and equipment and approves bills before payments;  
Prepares Department Budget and approves payrolls;  
Supervises and participates in snow removal;  
Receives and solicits vendor's bids;  
Answers correspondence;  
Coordinates the activities of the department with other local departments;  
Attends Board meetings, as appropriate;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of highway construction and maintenance practices; good knowledge of soil conditions as it applies to roadbeds, drains, etc.; good knowledge of the basic principles and practices of administration; ability to plan, lay out and supervise the work of others; ability to establish and maintain effective working relationships with other officials and private citizens; initiative; resourcefulness; integrity; good judgment.

### SUGGESTED MINIMUM QUALIFICATIONS:

a) Bachelors degree in Engineering or related field and two (2) years of experience in road construction and/or maintenance,

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engineering, or related field, including or supplemented by one (1) year of supervisory and/or administrative experience; or

- b) Associates degree in engineering or related field and four (4) years experience in road construction and/or maintenance, engineering or related field, including or supplemented by two (2) years of supervisory and/or administrative experience; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years of experience as stated in (a) including the two (2) years of specialized experience; or
- d) An equivalent combination of the training and experience as specified in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.