

COMMISSIONER OF HIGHWAYS AND FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and supervisory work of a complex nature which involves responsibility for planning, developing and constructing and repairing a modern, safe and efficient County highway system. Additionally, the Commissioner shall have charge and supervision of the design, construction, alterations, maintenance and repairs of County buildings, parking areas, drives, walks, docks, parks and other structures and facilities in the nature of public works under the jurisdiction of the County. General direction is exercised over a number of supervisory employees. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the engineering, construction, improvement, repair and maintenance of County roads, bridges, highways and sidewalks;
Makes periodic inspections of County and Town highways, buildings and facilities;
Establishes chemical and physical controls for the quality of construction materials;
Approves plans, specifications and estimates for construction, maintenance and repair of Town and County bridges;
Directs the control of trees, brush and weeds within bounds of County roads;
Directs and maintains a road safety control program, including signage;
Plans and directs snow and ice control and removal program;
Inventories and purchases machinery, equipment and materials;
Maintains records and makes reports;
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 &

PERSONAL CHARACTERISTICS: Good knowledge of administrative and management procedures and techniques involved in planning and development of safe and efficient public highways, road systems, buildings and facilities; working knowledge of engineering principles as related to the design of roads and bridges and the practices and techniques of road and bridge construction; ability to originate new procedures, processes and techniques; ability to direct and supervise professional level employees; ability to establish and maintain cooperative and effective professional relationships; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

To be determined by the County Executive.