

DEPUTY HIGHWAY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory administrative and technical work involving responsibility for assisting the Highway Superintendent in planning and executing a variety of highway maintenance construction. Work is performed under direct supervision of the Highway Superintendent in accordance with established policies with leeway for the exercise of independent judgment in carrying out assignments. Supervision is exercised over the work of all department activities and personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, designs and supervises the construction and maintenance of the town road systems;
Reviews specifications for proposed construction and repairs to public buildings;
Assists in coordinating the activities of various units of the department;
Assists in the preparation of budget estimates and coordinates purchasing activities;
Prepares a variety of complex administrative and technical engineering activities;
Acts for the Highway Superintendent in his/her absence;
Performs a variety of related activities as requested.

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:

Thorough knowledge of the principles, procedures and equipment used in construction, repair and maintenance of highways; good knowledge of federal, state and local laws and ordinances governing the construction and maintenance of highways; good knowledge of the principles and practices of supervision; ability to plan and supervise the work of others; ability to maintain records and prepare detailed reports; initiative; resourcefulness; tact; courtesy.

MINIMUM QUALIFICATIONS:

Four (4) years of supervisory experience in the construction, maintenance and repair of roads.