

County Highway Director Tompkins County

Department: Highway

Classification: Competitive

Labor Grade: Management Grade 89

Approved: 12/20/88, Eff. 1/1/89

Revised: 03/01; 10/04; 04/05; 06/10; 11/11; 10/16; 6/2023

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in civil engineering or agricultural civil engineering, construction management, business management or public administration **AND** eight years of progressively responsible construction management experience. At least six years of this experience shall have involved the construction and/or maintenance of roads, bridges, and right-of-way **AND** at least five years shall have been in a supervisory or administrative capacity on highway or bridge construction projects including responsibility for project budgeting; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in construction technology **AND** ten years of progressively responsible construction management experience. At least six years of this experience shall have involved the construction and/or maintenance of roads, bridges, and right-of-way **AND** at least five years shall have been in a supervisory or administrative capacity on highway or bridge construction projects including responsibility for project budgeting; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a), or (b) above.

SPECIAL REQUIREMENTS:

The candidate must obtain a New York State Class D Driver's License within thirty days of appointment and maintain a valid license for the duration of employment.

The position is subject to the County's requirement to submit an annual financial disclosure statement.

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County within a reasonable period of time from the date of appointment.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position responsible for the administration and coordination of all activities of the Highway Department, including the division of Weights and Measures.. As a key steward of the County's highway and bridge infrastructure, the Director is responsible for managing all aspects of a contemporary, customer-sensitive highway operation including planning, design, in-house and contracted road and bridge maintenance and construction, snow and ice removal, and administrative services that support these core functions. The County Highway Director is required to understand and manage the network of county highways and bridges as a part of a transportation system that is integrated with State and local highways and other modes of transportation. The Director is also responsible for oversight and enforcement of State laws, rules and regulations as they relate to weights and measures. Responsibilities involve frequent interaction with local municipal and State highway officials and State Department of Agriculture and Markets officials. The Director must effectively communicate with multiple audiences, including staff, managers, legislators, business owners and the public. The position requires substantial administrative, construction management, budgeting, labor management, project management, program planning, communication, and public relations skills. An incumbent in this class is required to exercise considerable independent judgment when planning, coordinating and delegating work projects. The work is currently performed under the general direction of the County Administrator in accordance with established policies, procedures, and applicable state laws. The County Highway Director provides direct supervision to immediate subordinates and general supervision to all other employees of the division. The incumbent is expected to foster a supportive, collaborative, inclusive, and diverse work environment utilizing modern management techniques to improve the

efficiency and effectiveness of the County Highway program. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Prepares and recommends to the County Administrator policies and procedures for management of County roads and bridges and weights and measures functions;
- Directs the development and implementation of the Five Year Capital Program as it relates to the construction or improvement of County roads and bridges;
- Directs the development of an annual highway work plan that implements projects included in the Capital Program and also designates all highway and bridge repairs and improvements planned for implementation in the upcoming year;
- Contracts for engineering and other necessary technical counsel with the approval of the County Legislature and within appropriated amounts;
- Directs the development of plans and specifications, advertising, bidding, awarding, and constructing of highways and bridges;
- Interacts with state and federal highway officials and funding agencies to maximize opportunities to secure state and federal financial participation in highway and bridge projects;
- Oversees the management of all Department projects to ensure all aspects of all projects are undertaken on a timely basis, within budget, and with quality;
- Establishes specifications, standards, policies, and procedures for road and bridge improvements, design and construction, utility relocation, and other matters concerning County highways and bridges
- Coordinates inspection of the work performed on county highways and bridges with the Assistant Highway Director;
- Implements appropriate reporting systems for reviewing the activities of the Highway Department;
- Formulates and implements policies and procedures for the management of the Highway Department's equipment, personnel, materials, tools, and other resources;
- Prepares and recommends cost accounting systems for managerial review and control of the Department's activities;
- Enforces and administers the County's Road Preservation Law;
- Supervises the employees of the Department;
- Prepares the Department's budget, including the Weights & Measures Division;
- Reviews the field schedules and plans of the Senior Highway Crew Supervisor;
- In association with the Department's Assistant Director performs an annual inspection of the County Road System;
- Receives and responds to public concern over highway and bridge facilities, weights and measures;
- Maintains good public relations with the community;
- Maintains a positive, constructive labor-management environment;
- Identifies and implements training opportunities for staff, and maintains a system of annual employee performance reviews, as a means to improve quality and enhance career development;
- Reports to the County Administrator on a regular basis and implements his/her directives;
- Informs the appropriate program committee of the County Legislature regarding future road projects, the status of highway and bridge projects, and requests for specific legislative actions;
- Continuously studies the need for improvement of the county Highway System and stays abreast of advances in methods, techniques, and equipment;
- Approves and is responsible for the implementation of plans for snow removal and ice control;
- Confers with State and local officials on highway problems within the County;
- Coordinates the development of and approves the specifications for the purchase of equipment and materials;
- Directs the preparation of division records and reports;
- Communicates with Department staff at all levels regarding immediate and long-term plans, goals, and objectives.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the principles and practices involved in the initiation, planning, and development of highway maintenance projects;
- Comprehensive knowledge of the principles and practices of administration to include budgeting, personnel administration, project management, program reporting and communication, and supervising principles and techniques;
- Comprehensive knowledge of modern principles and practices involved in the construction and maintenance of highways and bridges;
- Thorough knowledge of Highway Law as well as all applicable codes, rules, regulations, and policies governing the County highways and bridges;

- Thorough knowledge of the principles, practices, and techniques for managing a diverse workforce;
- Ability to plan, organize, and coordinate complex and diverse phases of maintenance programs and highway projects;
- Ability to anticipate the future needs of the public as they apply to the development of long-range maintenance and construction programs;
- Strong oral and written communication skills;
- Ability to establish and maintain effective and cooperative relationships with staff, public officials, other County departments, the County Legislature, and representatives of contractors, consultants, and public;
- Ability to evaluate complicated proposals and designs and select the most practical plan of work that serves the public's safety and interest in the short- and long-term;
- Sound professional judgment, dependability, initiative, and resourcefulness;
- Thorough skills in budgeting and project management;
- Knowledge of state and federal funding programs;
- Ability to manage and develop leadership within a construction workforce;
- Tact, courtesy, integrity, and dependability are required;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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