

DEPUTY TOWN HIGHWAY SUPERINTENDENT (ITHACA)

Tompkins County

Department: Town of Ithaca

Classification: Exempt

Labor Grade: P

Approved: TB 4/11/05, TB 12/10

Revised: 12/10; 6/22,9/22

By: RP, Commissioner of Human Resources

SUGGESTED MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or NYS registered college with an associate degree in Construction or Engineering Technology or a related field AND three (3) years of experience in public works operations, road construction or maintenance, civil engineering, or related field, with two years of which must have involved supervisory responsibilities; OR
2. Graduation from high school or possession of a high school equivalency diploma AND five (5) years of experience in public works operation, road construction or maintenance, civil engineering, or related field, with two years of which must have involved supervisory responsibilities; **OR**
3. Any equivalent combination of training and experience as defined in (a).

SPECIAL REQUIREMENTS:

The candidate must possess a valid New York State Commercial Driver's License, Class A or B within one year of appointment and within 90 days of receiving CDL must also possess a Tank endorsement. The employee must maintain the CDL and appropriate endorsements for the duration of employment. Failure to maintain the required license may result in termination of the employment situation. Will be subject to mandatory random drug and alcohol testing.

Responsiveness to Town constituents during emergencies, position requires "on call" status 24 hours a day, seven days a week.

Take and subscribe the constitutional oath of office, and file such in either the Town or County Clerk's offices, before assuming duties. Position is appointed by the Town Highway Superintendent and ratified by the Town Board. Appointment is a two-year term commencing the first day of January next succeeding the next biennial Town election.

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

DISTINGUISHING FEATURES OF THE CLASS:

This responsible administrative and supervisory position assists the Town Highway Superintendent (Director of Public Works) with directing, planning and supervising the construction, improvement, repair, care, and maintenance of designated highways, bridges, sluices, waterways, and culverts for drainage and stormwater within the Town of Ithaca. Supervision is exercised over the work of subordinate staff and work crews. The work is performed under the general supervision of the Director of Public Works/ Town Highway Superintendent with considerable leeway for the use of independent judgment in carrying out work activities. Public Works Department activities and resources are a coordinated effort between the Deputy Town Highway Superintendent, Water/Sewer Maintenance Supervisor and Parks Maintenance Manager. The Deputy Highway Superintendent acts on behalf of the Highway Superintendent in their absence regarding responsibilities prescribed by Highway Law S 140. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (including but not limited to)

Assists Director of Public Works/Highway Superintendent in the planning and coordination of day to day and long-range operations of Public Works Department;

Coordinates with Parks Maintenance Manager and Water/Sewer Maintenance Supervisor on workload and resources of the Public Works Department;

Relays written or oral direction to the assigned crews and monitors and mentors their performance on a daily basis;

Oversees the construction and maintenance of highways and related structures, including daily inspections;

Makes regular visits to work sites to check progress and assist in resolving questions and issues;

Assists with the annual budget process, procurement program and assists in the development of bid specifications for highway material and equipment;

Assist in the creation and implementation of department policies and procedures;

Monitors construction and maintains budget to track expenditures;

Makes recommendations on improvements and changes to infrastructure and facilities;

Prepares reports, keeps daily logs of projects, and tracks program costs through the use of electronic systems and software;

Uses computer applications such as spreadsheets, calendar, email, correspondence, and database software in performing work assignments;

Aides in the coordination of joint projects with other departments, governments, residents and agencies;

Inspects roads and stormwater systems to determine conditions and required maintenance strategies and costs;

Oversees the road signage program to include repair and installation, construction work zones and detours in accordance with the NYS MUTCD;

Oversees the road striping program and procurement of contracted services, as needed;

Works with in-house engineering for assistance, when needed;

Respond to constituents inquires relating to highway infrastructure including drainage, paving, snow and weed control, and all related maintenance;

Provide leadership in maintaining good and effective public relations;

Provide technical assistance to Town Board and other boards, committees, officials and other department's staff as requested;

Keeps aware of safety procedures and/or potential safety hazards and relays them to the staff;

Maintains an inventory of supplies and equipment, and makes purchases as required;

Assists in the management of department records, documents and equipment;

Assumes all duties and responsibilities of the Town Highway Superintendent in their absence as prescribed by Highway Law S140;

Available for 24-hour emergency response and assures roadway safety during storms or weather events.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, methods, tools, equipment, materials, terminology and safety precautions of highway construction, snow removal, maintenance and repairs;

Good knowledge and experience as heavy equipment operator, mechanic, or construction craft person

Good knowledge of the proper use and operation of construction equipment;

Good knowledge of management principles and practices;

Working knowledge of and ability to use computers and use spreadsheets, word processing, emails and other related software;

Ability to read and understand sketches, blueprints, plans and set grades;

Ability to plan, schedule and coordinate complex and diverse phases of highway projects and programs;

Ability to deal courteously and effectively with the public, boards, committees, residents, and counterparts in other agencies;

Ability to plan, train, organize and supervise the work of others;

Ability to understand and carry out complex oral and written instructions

Ability to effectively communicate in both oral and written forms;

Ability to maintain cooperative and effective relationships with the public, contractors, vendors, co-workers, other departments and other municipal officials;

Ability to monitor expenditures and maintain an inventory of supplies;

Ability to prepare records and reports;

Possession of high professional standards, integrity and honesty;

Dependability, initiative, resourcefulness and ability to be tactful and show good judgment required;

Willingness and ability to respond to emergency situations and work overtime;

Working knowledge of Federal, State, and Town Code;

Physical and mental condition shall be commensurate with the demands of the position with or without reasonable accommodations.