

TOWN HIGHWAY SUPERINTENDENT

Tompkins County

Classification: Unclassified

Approved: 0

SUGGESTED MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in construction technology, public works, public administration, or a closely related field, and two years of experience in construction technology, public administration, or highway maintenance, or a closely related field, with at least one year being in a supervisory position; OR
- (B) Graduation from a regionally accredited or NYS registered college or university with an associate's degree in construction technology, public works, public administration, or a closely related field, and four years of experience in construction technology, public administration, or highway maintenance, or a closely related field, with at least two years being in a supervisory position; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and seven years of experience in construction technology, public administration, or highway maintenance, or a loosely related field, with at least two years being in a supervisory position; OR
- (D) An equivalent combination of training and experience as defined the limits of (A) (B) AND (C) above.

SPECIAL NOTES:

1. Take and subscribe the constitutional oath of office and file such in either the Town or County Clerk's office, before assuming duties.
2. The Highway Superintendent is a public officer and therefore must be a citizen of the United States, pursuant to Section 3.1 of the New York State Public Officers Law.
3. Must be an elector of the Town of Ithaca within six months of appointment and throughout the appointment.
4. Yearly filing of the Ethics Disclosure Statement.
5. Possession of a valid NYS Driver's license and clear driving record is required and maintain during appointment. Class B is required within six months of appointment.
6. Responsiveness to Town constituents and Town Board during emergencies and highly pressurized circumstances. Salaried position available for emergency situations.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is the chief administrative position responsible for planning, directing and supervising the activities and operation of the Public Works Department, which include the construction, improvement, repair, care, and maintenance of designated highways, parks, bridges, sidewalks, walkways, sluices, waterways, culverts for drainage, water and sewer systems within the Town. Work is performed in accordance with the policies of the Town Board, and other duties and powers as may be conferred by Town Law, General Municipal Law, and Public Officers Law; or the rules and regulations of the Department of Transportation including the powers and duties exercised or performed by highway Commissioners. The Highway Superintendent shall have the duties and powers conferred upon him by law, including Town Law Section 32 and Highway Law section 140. Position requires considerable exercise of independent judgement. The Highway Superintendent has the responsibility for hiring, supervising, and

discharging all employees of the department. Attendance at night meetings required. Highway Superintendent is a Town Officer and is appointed by the Town Board for a term commencing the first day of January next succeeding the next biennial town election (effective 1-1- 1960; TB Resl 5-7-1959). Incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (includes but not limited to)

Directs operations and maintenance of the Public Works Department, which includes Highways, Parks, Trails, Water and Sewer operations, Storm Water, Buildings and Grounds; Collaborates with Director of Engineering for technical issues regarding Public Works including appointment of technical staff; Directs development of the department's capital improvement program and projects for approval; Aides in coordination of joint projects with other departments, governments, residents, and agencies; Provides leadership in maintaining good and effective public relations related to town facilities; Responds to constituents' inquiries related to the infrastructure; Collects all penalties as prescribed by Town Law, Town of Ithaca Local Laws and Ordinances related to the department; Maintains and is responsible for the department petty cash fund; Directs management of department records, documents, and equipment; Brings action in the name of the town against any person or corporation, to sustain the rights of the public according to law; Provides technical assistance to the Town Board and other boards, committees, officials and staff from other departments; Monitors compliance with federal, state and town laws, regulations, codes and policies; Acts as the Town Safety Officer and Co-chairs Town's Safety Committee; Prepares and maintains annual departmental budget according to the town board guidelines and Town Law; Determines personnel requirements and is responsible for the appointment and discharge of staff in compliance with state and local civil service laws and in coordination with the Town Board; Assigns, evaluates, disciplines, trains and supervises staff; Formulates and implements departmental policies and procedures;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, techniques, tools, equipment, materials and safety precautions of highway construction, snow removal, maintenance and repair; Working knowledge and experience as heavy equipment operator, mechanic or construction craft person; Ability to plan, organize, and coordinate complex and diverse phases of public works project and programs; Ability to compose correspondences, reports, and maintain records; Working knowledge of governmental organization and budgetary procedures; Knowledge of federal, state, and town laws, regulations, and ordinances; Ability to supervise and direct the work of others; Ability to read and interpret engineering plans and specification; Ability to establish and maintain effective working relationships with other public officials, contractors, engineers, architects, lawyers and the general public; Ability to be firm, tactful, courteous and use good judgment; Ability to maintain confidentiality; Ability to communicate effectively, orally and in writing; Ability to understand and carry out complex oral and written instructions; Possession of high professional standards, integrity and honesty; Ability to use personal computers; Ability to prepare operating budgets;

Physical condition commensurate with the demands of the position.