

Working Supervisor Tompkins County

Department: County Highway Dept., Towns and Villages

Classification: Non-competitive

Approved: 02/1995

Revised: 9/02; 5/03; 10/05; 2/16; 10/17; 4/2020

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND two years of full-time paid (or the equivalent part-time) construction or maintenance experience involving the operation of heavy motor equipment, or specific municipal experience as a Motor Equipment Operator, Heavy Equipment Operator, Senior Heavy Equipment Mechanic, Heavy Equipment Mechanic, Automotive Mechanic or Automotive Mechanic Assistant; six months of which must have been in a supervisory capacity, or the applicant must attach a certification demonstrating successful completion of a formal supervisory training program.

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

SPECIAL REQUIREMENTS:

If an incumbent is required to operate a motor vehicle with a gross vehicle weight of 18,000 lbs or more, it is the municipality's responsibility to verify that the incumbent possesses a valid New York State Class B Operator's license with the appropriate endorsements at the time of appointment and that the employee maintains such license throughout the life of employment. If the employee will only operate a pickup or other lightweight passenger type vehicle, a Class D drivers license is required.

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the efficient and economical management of the staff, materials, equipment and other resources used in the construction and maintenance of the county, town, or village infrastructure. The work is performed in accordance with established policies and procedures. However, considerable independent judgment is exercised in carrying out the details of the work. The work is reviewed by inspections and through discussions and reports. An employee in this class works under the general direction of a County Highway Manager, Town Highway Superintendent, Town Supervisor, Village Mayor, or some other department head level position. Supervision is exercised over the activities of all subordinate staff by directing the work, monitoring progress and checking upon completion. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises field maintenance and construction of highways and roads;
- Supervises the use of equipment and materials to ensure efficient and economical workmanship;
- Supervises the placement or maintenance of culverts, storm sewers, under drains, bridges, guardrail systems, and related drainage projects;
- Assists in planning and scheduling maintenance and construction projects and activities;
- Supervises snow removal and ice control activities;
- Supervises tree and stump removal, with related brush and cleaning activities;
- Supervises the preparation of ditches, bank removal, slopes, shoulders and related grade work;
- Supervises the placement of hot/cold mix paving materials and asphalt and tar surface treatments;
- Supervises the repair and routine maintenance of all equipment; Reports to and confers with supervisors regarding labor, equipment and materials necessary for completion of projects;
- Prepares activity reports and records as directed;
- Supervises painting and maintenance of equipment, tool, structures and materials;
- Supervises concrete construction and maintenance;
- Supervises the establishment of grades for drainage, pipe laying, earth cuts and fills; estimates quantities of construction materials required to complete work activities;

Depending upon the location:

- May provide supervision, including daily assignments for DPW staff;

- May receive and address requests by the public;
- May provide regular progress reports to appropriate stakeholders;
- May justify, specify and procure fleet equipment, materials and supplies;
- May coordinate an equipment maintenance program with the mechanic;
- May provide account distribution and vouchers for approval;
- May review and approve hours worked and labor distribution;
- May serve as liaison between a municipality and bargaining unit members;
- May maintain fuel supply and inventory records;
- May coordinate the drug and alcohol testing program for truck drivers;
- May review and maintain operational and safety policies;
- May respond and maintain records of utility "markouts" as required by Dig Safely NY;
- May develop policies and procedures;
- May be required to perform annual employee evaluations and reviews;
- May be required to plan and expedite various budgets.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern highway construction and maintenance methods and procedure;
- Thorough knowledge of the equipment, materials, tools, terminology, safety precautions for use in highway construction, maintenance, snow removal, and ice control;
- Ability to read and understand sketches and blueprints to related highway and bridge construction and maintenance;
- Ability to perform mathematical computations in relation to computing earth cut and fill grades;
- Ability to use a hand level and rod to establish grades for drainage and pipe laying activities;
- Ability to compute volumes of simple spaces for materials quantity estimates;
- Ability to plan, organize, and supervise the work of others;
- Ability to secure the cooperation of subordinates;
- Ability to carry out complex oral and written instructions;
- Ability to prepare budgets, cost and time estimates;
- Ability to prepare and maintain activity and progress reports;
- Ability to work with others and maintain good public relationships;
- Must be dependable and honest;
- Willingness to work under difficult weather conditions and respond to emergencies and to work overtime;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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