

TOWN OF TAGHKANIC, NEW YORK

POSITION DESCRIPTION

Position
Title:

Highway Superintendent

Position
Holder:

Written By:

Linda Swartz/Elizabeth Craig

Date Written/
Revised:

08/09/21

Approved
By:

This position reports to:

Town Supervisor and Town Board

This position supervises:

Town Highway Department Personnel

Essential Functions:

- Directs and Supervises activities of the Town Highway Department personnel.
- Regularly Inspects roads, including for loose stones, overgrown vegetation, and obscured signs, and inspects structures, facilities and equipment, evaluating the need for maintenance or replacement.
- Plans and directs Improvements and Maintenance of all paved and unpaved Town Roads, Culverts, Bridges, and Adjacent areas, including Snow and Ice control, and additional maintenance of Town Properties as directed by Town Board.
- Co-ordinates activities of Highway Department with other Municipal Departments and other agencies.
- Manages Highway Department billing, correspondence, vendors' bids, and payroll; purchases supplies, materials, and equipment; maintains records and prepares monthly reports.
- Manages Highway Department assets including Town-owned vehicles and equipment.
- Ensures that all applications for State and Federal Funding are completed and submitted in a timely manner, to maximize opportunities for said funding.
- Hires Highway Department Personnel according to terms of Collective Bargaining Agreement.
- Notifies Town Board regarding discipline of Highway Department Personnel, up to and including discharge if called for, according to terms of Collective Bargaining Agreement.
- Confers with Town Board to determine priorities and effectively allocate resources of Town Highway Department personnel, equipment, and materials.
- Plans and prepares annual Highway Department Budget, including Operations, Maintenance, Equipment repairs and replacement, for submission to Town Board for its approval.
- Attends monthly Town Board meetings and other meetings as may be required.

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Other Duties:

- Assists in the development of processes, records, etc. to assure that the Highway Department functions efficiently and can grow with the needs of the Town.
- Writes brief but clear annual Performance evaluations for Highway Dept. personnel.
- Takes advantage of all training opportunities and obtains any certificates required by law, including amendments to existing law, and ensure that all department personnel receive appropriate and updated training and certification as required.

Education and/or Experience:

- High School Diploma or Equivalency
- Five years' experience in a position in Road Construction or Maintenance or related field
- Two years supervisory or administrative experience in a related field
- A Bachelor's Degree in Civil Engineering may be substituted for the described five years of general highway work experience.

Certifications, Licenses, Registrations:

- CDL and/or HEO License

Skills Required:

- Computer literacy and an ability to work with applications or other automated systems such as email, spreadsheets, word processing, calendar, and database software in performing job duties.
- Knowledge of highway engineering, including up-to-date understanding of best practices in both construction and maintenance.
- Ability to work under and meet agreed upon deadlines
- Ability to clearly communicate with personnel, Town Board, and the public.
- Self-direction and strong problem-solving skills.
- Ability to build relationships and negotiate effectively with personnel, outside vendors and suppliers, and the public.

Physical Demands:

- Due to the cyclical nature of the business, the incumbent must be able to work long hours as needed during peak work periods and short deadlines.
- Must be able to carry materials and supplies as necessary.
- Must have high level of visual acuity.
- Must be able to work in demanding weather conditions and handle attendant stress.

Work Environment/Environmental Conditions:

- Inclement weather conditions and attendant risks.
- Exposure to road building materials and attendant risks.
- Heavy equipment and attendant risks, including noise.