

DEPUTY TOWN HIGHWAY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Town Highway Superintendent in the supervision and operation of the Town Highway Department, and in the absence of the Superintendent assuming full responsibility for all phases of departmental activity. The incumbent may be delegated a range of responsibilities dependent upon the needs of the department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in or performs the following: Supervises and performs tasks related to the construction and maintenance of town roads, bridges, sidewalks, etc.; Supervises and performs tasks related to the snow removal and sanding of town roads; Supervises and performs tasks related to the maintenance and repair of machinery and equipment; Keeps records of the hours worked by each employee and checks the payroll to ensure that it accurately reflects the time worked; Maintains records and prepares reports on departmental activities for internal use and as required by outside agencies such as the State and Federal governments.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern highway construction and maintenance methods and procedures; Good knowledge of the use of road construction and maintenance equipment; Ability to keep records commensurate with the needs of the town highway department; Ability to read and understand blueprints, sketches and drawings of construction projects; Ability to plan and organize the work of others; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

Adopted 3/13/84