



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886

ulysses.ny.us

Town Supervisor (607) 387-5767, Ext 232 supervisor@ulysses.ny.us
Town Clerk (607) 387-5767, Ext 221 clerk@ulysses.ny.us

JOB DESCRIPTION:

INTERIM HIGHWAY SUPERINTENDENT

The Town is in need of an Interim Highway Superintendent to perform the duties of the position until it is filled on a permanent basis. The Highway Superintendent is currently an elected officer. The Town Board will consider a resolution to change the position to an appointed position. If the Town Board adopts this resolution, it will be subject to a referendum where the Town of Ulysses electorate will have the opportunity to vote on the proposition whether the position should be changed from elected to appointed. This election will take place on a date to be determined, and possibly in conjunction with the primary elections on April 19, 2016. If the voters approve the proposition, the position will be a permanent competitive class civil service position and the Highway Superintendent will be appointed by the Town Board from qualified candidates (the Town Board may decide to include residents of adjacent municipalities in addition to residents of the Town of Ulysses.) If the voters do not approve the proposition, the position of Highway Superintendent will remain elective, and a candidate who must be a resident of the Town of Ulysses will be elected in the general election in November 2016. Applications due by January 22, 2016.

JOB DESCRIPTION: This position is the chief administrative position responsible for planning, directing and supervising the activities and operation of the Town of Ulysses Highway Department, which includes the construction, improvement, repair, care and maintenance of designated highways, bridges, sidewalks, walkways, parks, waterways, culverts for drainage, ditches, and public water systems within the town. The position requires considerable exercise of independent judgement. The Highway Superintendent has the responsibility for keeping within the budget and hiring, supervising, and discharging all employees of the department. Attendance at night meetings required.

The Highway Superintendent is responsible for supervising the work of highway crew(s) composed of Heavy Equipment Operators, Motor Equipment Operators, Sign Mechanics, Welders, and Laborers engaged in the maintenance of highways, bridges and adjacent areas and participating in highway maintenance activities of a physical nature including the operation of highway construction and motorized equipment.

TYPICAL WORK ACTIVITIES: (includes but not limited to)

- Patrols and inspects highway and adjacent areas within geographical area to determine condition and maintenance
- 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 the Engineer for the Town on technical issues regarding public works;

- Directs development of the department's capital improvement program and projects for approval;
- Aids 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 fees 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;
- May be asked to act 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;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, techniques, tools, equipment, materials and safety precautions of highway/bridge 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 correspondence, 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.
- Respond to Town constituents and Town Board during emergencies.

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:

The Highway Superintendent must take and subscribe the constitutional oath of office and file such in either the Town or County Clerk's office, before assuming duties.

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.

Signing the Ethics Disclosure Statement is required.

Possession of a valid NYS Driver's license and clear driving record is required and maintained during appointment. Class B is required within six months of appointment.