

Jurisdictional Class: Competitive
EEO Category: Skilled Craft
Adopted: 01/15/2024

ASSISTANT DISTRICT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing the efficient and economical operation and maintenance of road and bridge maintenance and construction projects in one of the County's maintenance districts. An incumbent in this position assists with the planning, organizing, and directing of construction and maintenance activities in the maintenance district. This position differs from that of labor supervisor, because of increased work planning and supervisory responsibilities. The work is performed under general supervision in accordance with established policies and methods but requires the exercise of independent judgment. Supervision is exercised over the work of several crews of maintenance personnel and motor equipment operators. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists with supervising the operation of the County maintenance district;
Assists with assigning construction and maintenance crews to work projects;
Assists with assigning crew and equipment to snow and ice removal;
Assists with Inspecting the work of road and bridge construction and repair crews;
Aids labor supervisor with difficult or unusual problems;
Makes reports of field operations;
May operate heavy motor equipment or other equipment required for the project;
Makes recommendations regarding purchase of equipment, scheduling, or projects and manpower needs;
Assists in coordinating automotive and heavy equipment maintenance and repair activities with the Highway Maintenance Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the tools, terminology, practices and equipment used in the maintenance and construction of bridges and roads; good knowledge of the safety precautions necessary in construction and maintenance work; ability to plan and supervise the work of skilled and unskilled employees; ability to read and interpret plans and specifications; ability to understand and follow oral and written instructions.

Continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate's degree in engineering technology, Construction Technology, or a closely related field **AND** four (4) year of experience in the maintenance or construction of roads and sewers or related public works activities, one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in the maintenance or construction of roads and sewers or related public works activities, one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Eight (8) years of experience in the maintenance or construction of roads and sewers or related public works activities, one (1) year of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid Commercial Driver's License Class B or higher without air brake restriction at time of application and for duration of appointment.
- 2. Possession of an OPP (one person plowing) Certification within one year of appointment and for duration of appointment.
- 3. Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

NOTES:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience above will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/15/2024