

**Please Post Conspicuously**

**OTSEGO COUNTY HAS THE FOLLOWING OPPORTUNITY:**  
**HIGHWAY DEPARTMENT**  
***WORKING SUPERVISOR - Construction***  
**\$63,640 - \$71,948**  
**DATED: April 19, 2024**  
**LAST DAY FOR FILING: May 2, 2024**  
**EOE**

**GENERAL STATEMENT OF DUTIES:** Supervises lower level Working Supervisors and multiple crews performing Department of Highways, Forests, and Park construction, maintenance and snow & ice control activities.

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the supervision of Working Supervisors, heavy equipment operators, motor equipment operators, and road maintainers in the construction and maintenance of the County highway system, forests, park and related facilities and equipment.

**EXAMPLES OF WORK:** (Illustrative only)

- Supervises Working Supervisors, Motor Equipment Operators, Heavy Equipment Operators, and oversees the work of Contractors;
- Supervises the construction and maintenance of various types of pavements;
- Supervises excavation, grading, drainage and embankment projects;
- Supervises the patching and repairing of roads, culverts, and bridge decks;
- Supervises the cleaning of ditches and culverts;
- May operate motor and heavy equipment as necessary;
- Instructs subordinates in the proper and safe use of tools, equipment, and materials;
- Supervises the routine cleaning, servicing, and maintenance of Highway Department tools, vehicles, and equipment;
- Supervises snow removal and ice control activities;
- Responsible for making sure subordinates adhere to all applicable safety standards;
- Inspects highway conditions outside of regular work hours for general and/or emergency maintenance purposes including, but not limited to, snow, ice, flooding, tree and debris removal;
- Ensures work zone set up, and maintenance and protection of traffic policy and procedures are correctly followed;
- Prepares activity records, attendance records, and reports;
- May be required to investigate incidents and accidents involving subordinates, and/or Highway Department activities, vehicles, employees, and equipment;
- Investigates complaints from the public regarding highways, department activities, and related subjects;
- Makes regular visits to work sites to check progress, and assists in resolving problems;
- Generally will cover an area comprising approximately one half of the County.
- Routinely reports directly to the Deputy Superintendent of Highways.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of modern road construction, maintenance and procedures; good knowledge of the equipment, materials, tools, terminology and safety standards used in road construction and maintenance; ability to read and understand sketches, blueprints, standard specifications, and plans; ability to plan and organize the work of others and secure their cooperation; ability to prepare routine activity records and reports; dependability; resourcefulness; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** Five (5) years of experience in highway maintenance and construction or a related field such as paving contracting or excavating contracting including two (2) years experience in a supervisory capacity.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State CDL Class A or B license and acceptable driving record is required at the time of appointment, and maintenance of such license is required throughout employment in this position.

CLASSIFICATION: Non-Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)