

## **DEPUTY TOWN SUPERINTENDENT OF HIGHWAYS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and managerial work of a complex nature which involves responsibility for acting generally for and in place of a Town's Superintendent of Highways in maintaining and effecting a modern, safe and efficient highway system. The work is performed in accordance with established laws and regulations and outlined objectives and policies. Administrative supervision may be exercised over clerical and field personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Acts generally for and in place of the Superintendent of Highways, as needed;  
Oversees and arranges for the engineering, construction, improvement, repair and maintenance of town roads, bridges, highways and sidewalks;  
Directs snow, leaf and yard waste removal operations;  
Authorizes and signs purchase requisitions and purchase orders;  
Reviews daily attendance records and authorizes requests for leave time;  
Attends town meetings;  
Authorizes and signs road opening permits.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of highway maintenance and construction; good knowledge of administrative procedures and techniques involved in the planning and development of a highway maintenance and construction program; ability to plan, develop and implement a program for a modern and efficient town highway system; ability to solve new and complex problems relating to highway maintenance and construction; ability to establish and maintain cooperative relationships; ability to effectively communicate, both orally and in writing.

**MINIMUM QUALIFICATIONS:** Qualifications to be determined by the appointing authority.