



Director of Highway Construction and Maintenance
Dutchess County Department of Public Works
2024 Salary Range: \$99,118-121,542

This is a provisional position in the Dutchess County Department of Public Works pending a future civil service exam. The work involves responsibility in the management and administration of County highway and bridge construction and maintenance in the Highway Construction and Maintenance Division of the Department of Public Works. This position is responsible for planning the long-term and directing the daily operational construction and maintenance activities performed by the Division, under the supervision of the Commissioner or Deputy of Public Works or another higher level administrative position. The position usually acts in an independent manner regarding daily operations of the division. Responsibilities include administrative oversight of highway operations, road and bridge construction, the demolition of structures, control of ice and snow, road maintenance and repair work, and vehicle, facilities and equipment acquisition and maintenance. Contacts are usually with subordinate staff of the division to plan projects or review and provide direction on the daily work activities of the division, with other divisions within the department to coordinate work activities, with administrative support departments of the County on legal, personnel and financial activities of the division, with representatives of New York State, local municipalities and utilities to plan and coordinate division work activities, and with the public related to general comments, concerns and complaints. General supervision is exercised over construction, maintenance and administrative personnel. Travel in the course of a workday is required. Assignments outside of normal working hours are expected.

TYPICAL WORK ACTIVITIES:

Directs the daily operations of the Division in the construction and maintenance of the County road and bridge system, conferring with subordinate administrative, construction and maintenance supervisory personnel on projects and daily operations; Directs the preparation of work orders, project schedules, personnel assignments and material orders, as well as the specifications needed to secure certain materials and equipment; Directs the preparation of plans, reports and recommendations concerning highway operations and projects for submission to, and review by, the Commissioner of Public Works, establishing priorities and operational policies; Makes on-site inspection of all major projects and inspects other field work operations as required; Confers with Town Highway Superintendents, State highway maintenance representatives and others on division operations and projects and coordinating snow and ice control operations; Directs the maintenance of records of division operations and ice and snow control operations, with emphasis given to Town assistance on County highways for the purpose of computing reimbursement funds; Assists the Commissioner in directing the administration and supervision of all accounts and administrative and financial record keeping, including budget preparation and administration, personnel and payroll administration, and fiscal operations, including allocation of funds and capital projects monies; Investigates complaints involving the maintenance, improvement to and upgrading of the County road system and takes appropriate action; Executes special assignments as required.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in civil engineering, construction management technology or related field and six (6) years of engineering or construction management experience involving highway-related construction, maintenance or inspection, which includes or is supplemented by two (2) years of supervisory level highway-related experience as described above;
- OR: (B) Associate's degree in construction management technology or a related field and eight (8) years of engineering or construction management experience involving highway-related construction, maintenance or inspection, which includes or is supplemented by two (2) years of supervisory level highway-related experience as described above;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B).

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment and to maintain position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 1/27/25

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,
and mail it to the Dutchess County Department of Human Resources,
22 Market Street, Poughkeepsie, NY 12601

An EEO/AA Employer

Posted: 1/6/25