



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Public Works

Job Title: HIGHWAY MAINTENANCE SUPERVISOR (PROMO)

Salary Range: \$68,321 - \$77,525* (*Based on current merit/step level)

Work Location: 3654 Galway Road, Ballston Spa, NY 12020

Classification: Non-Competitive **(No Exam Required)**

Job Description: This is important supervisory work involving a high degree of responsibility for the efficient and economical use of workers, materials, and equipment in the maintenance and occasional construction activities in the County highway system. Work is carried out in accordance with established policy and procedures formulated by the Commissioner of Public Works, or other designated staff member, permitting considerable leeway in carrying out the detail of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of equipment and laborers by a continuing check of the work in progress. Does related work as required.

Minimum Qualifications (at least) Candidates must be currently employed with the Saratoga County Department of Public Works, in a permanent full-time status for at least ten (10) years.

SPECIAL REQUIREMENT(S):

Candidate must possess a valid NYS Driver's License appropriate for the "type" of vehicle to be operated, with the appropriate endorsements issued by the New York State Department of Motor vehicles at time, and for duration, of appointment.

NOTE: To meet current County wide and Departmental needs, those employees with experience in the operation of heavy equipment and with supervisory experience, will be given favorable consideration.

Typical Work Activities (*Illustrative)

- Coordinates and supervises the activities of county highway crews and the use of materials and equipment in the maintenance of county roads and bridges;
- Supervises snow removal and ice control activities on county roads;
- Coordinates the use and distribution of equipment between the various maintenance projects and in snow and ice control activities;
- Oversees and participates in new highway construction work;
- Assists in planning maintenance schedules and work loads;
- Reports to and confers with the County Highway Superintendent and his assistant regarding workers and equipment necessary for construction and maintenance projects;



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- Supervises and participates in the preparation and maintenance of activities, cost and progress records and reports;
- May be required to operate various types of road construction and maintenance equipment.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will be accepted until September 27, 2024

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.