

HIGHWAY MANAGER

Salary: \$71,904

Fulltime with Benefits

Warren County is seeking a **Highway Manager**. Position will be filled on a provisional basis pending a civil service examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

This is an administrative and supervisory position involving responsibility for assisting the Superintendent of Public Works in the management of the Highway Division. The incumbent exercises immediate supervision of the construction and maintenance activities and general direction over the administration activities of the Highway Division. Duties include, but are not limited to management of daily operations, policy setting and development of goals/ objectives. The incumbent is also responsible for coordinating division purchases, maintaining inventories of materials, and coordinating the implementation of maintenance contracts between the County Highway Department and various towns. Work is performed under the general supervision of the Highway Superintendent with wide leeway allowed to exercise independent judgment in carrying out assignments. Supervision is exercised over the work of all subordinate department employees. The incumbent does related work as required.

Minimum Qualifications:

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree or higher in either business administration, civil engineering or related field and four (4) years of work experience where the primary function of the position was in road construction and/or road maintenance or civil engineering, 2 years of which must have been in a supervisory and/or administrative capacity; or
- B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree or higher in either business administration, civil engineering or related field and six (6) years of work experience where the primary function of the position was in road construction and/or road maintenance or civil engineering, 2 years of which must have been in a supervisory and/or administrative capacity; or
- C) Graduation from high school or possession of an equivalency diploma and eight (8) years of work experience where the primary function of the position was in road construction and/or road maintenance or civil engineering, 2 years of which must have been in a supervisory and/or administrative capacity.

CANDIDATE SHOULD SEND RESUME AND LETTER OF INTENT TO:

**JEFFERY E. TENNYSON, P.E. SUPT.
WARREN COUNTY DEPT. OF PUBLIC WORKS
4028 MAIN STREET
WARRENSBURG, NY 12885**

WARREN COUNTY IS AN EOE/AA EMPLOYER. APPLICATIONS ARE BEING ACCEPTED UNTIL POSITION IS FILLED.

Applications may be obtained at: www.warrencountyny.gov/civilservice