

JOB OPPORTUNITY

Town of Northumberland
Saratoga County, New York

(Position of Deputy Highway Superintendent)

The Town of Northumberland is accepting applications for the position of Deputy Highway Superintendent. To qualify for the position of Deputy Highway Superintendent, the applicant must reside in the Town of Northumberland. Preference will be given to applicants who have experience in highway and drainage construction, heavy equipment operation and snow removal. .

The Deputy Highway Superintendent reports to and works under the direction of the Highway Superintendent. In the absence of the Highway Superintendent, the Deputy acts in the place of the Highway Superintendent. Some of the Responsibilities of the Deputy Highway Superintendent, include, but are not limited to:

- managing the care of town roads, sidewalks and bridges;
- keeping roads in repair and free of obstructions including snow;
- managing and directing Highway Department employees and staff;
- inspecting the roads and bridges within the town annually;
- planning, estimating and overseeing road work and similar projects;
- managing seasonal cleanups and lawn mowing or snow removal at town properties;
- removing weeds, brush and tree limbs from town roads and rights of ways;
- preparing bid specifications and estimates for paving or repair of roads;
- record keeping, including an inventory of roads, equipment and tools;
- attending meetings with other town staff or other jurisdictions;
- preparing monthly reports to the Town Board and reports to other agencies;
- preparing an annual budget and maintaining financial records.

Letters of interest and a statement of qualifications or resume should be addressed to Denise Murphy, Town Clerk, Town of Northumberland, P.O. Box 128, Gansevoort, NY 12831 and must be received no later than Friday, February 1, 2019.