



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

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**TITLE:** Highway Maintenance Manager (\*Provisional Appointment\*)  
**SALARY:** \$46,169 - 59,405 annually  
**LOCATION:** Monroe County Department of Transportation

**JOB SUMMARY:** This is a project management position in the Monroe County Department of Transportation responsible for overseeing the County highway maintenance program for an assigned district. The maintenance program is generally accomplished with a combination of town and contractor forces. Work involves determining maintenance project priorities; developing project scope, schedule, cost estimates, and agreements; monitoring and coordinating work progress; tracking project costs. The employee works closely with both County and town highway personnel, contractors and vendor representatives to coordinate project staffing, equipment, schedules, materials and deliveries. The employee reports directly to and works under general supervision from a senior-level engineering position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering or Civil Engineering Technology plus four (4) years paid full-time or its part-time equivalent experience in the construction, maintenance and repair of public utilities, roads or highways, or in civil engineering or construction that involved the review and development of plans and specifications for highways or public utilities construction projects, three (3) years of which must have involved supervision of staff, and/or coordination or oversight of projects, and/or project management, and/or lead supervision, and/or directing or overseeing the work of others; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Engineering Science or Civil Engineering Technology, plus six (6) years of experience as defined in (A) above, three (3) years of which must have involved supervision of staff, and/or coordination or oversight of projects, and/or project management, and/or lead supervision, and/or directing or overseeing the work of others; OR,
- (C) Eight (8) years of experience as defined in (A) above, three (3) years of which must have involved supervision of staff, and/or coordination or oversight of projects, and/or project management, and/or lead supervision, and/or directing or overseeing the work of others shall have involved supervision; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:**

- 1) Depending on position duties, candidates for employment with Monroe County will be required to pass a pre-employment drug test.
- 2) If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.
- 3) Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**RESIDENCY REQUIREMENT:** Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:** Joyce Cordello, Monroe County Department of Transportation  
50 W. Main Street - Suite 6100  
Rochester, NY 14614

**Posting Deadline:** January 30, 2008

**NOTE:** All applications that were previously submitted in 2007 have been kept on file and will be considered for potential appointment for this position.

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent employment.

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210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer