

**PUBLIC WORKS COMMITTEE  
DPW AGENDA  
July 20, 2021**

Committee Members: *Conover*, Hogan, Dickinson, Thomas, Bruno, Geraghty and Merlino

**I. Committee meeting called to order by Chair**

**II. Approval of minutes of prior Committee Meeting**

**III. Action Agenda/New Business Items**

1. Request: Misc. Resolution  
Rationale: Authorize the Chairwoman to sign Just Compensation for H394 Olmstedville Road Project
2. Request: Increase Capital Project H385  
Rationale: Increase for higher than expected low bid
3. Request: New Contract  
Rationale: Award of construction contract to lowest responsive bidder for H385
4. Request: Amend Budget  
Rationale: For increases in CHIP's, PaveNY and Extreme Winter Recovery (EWR) funding.
5. Request: Notice of Intent to Fill – Parts Shop Specialist  
Rationale: Due to Resignation
6. Request: Notice of Intent to Fill – MEO (Light)#5  
Rationale: Due to Resignation
7. Request: Notice of Intent to Fill – MEO (Light)#12  
Rationale: Due to Promotion
8. Request: Notice of Intent to Fill – MEO (Light)#13  
Rationale: Due to other
9. Request: Notice of Intent to Fill – Highway Construction Supervisor I #4  
Rationale: Due to Retirement

**IV. Discussion Items:**

Road and Bridge Construction Projects for 2022

**V. Referrals/Pending Items**

**VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)**

**VII. Motion to Adjourn**

- Attachments:
1. Resolution Request Form No. 20 - Misc.
  2. Resolution Request Form No. 9 – Increase Capital Project
  3. Resolution Request Form No. 3 – New Contract
  4. Resolution Request Form No. 7 – Amend Budget
  5. Resolution Request Form No. 12 – Notice of Intent to Fill
  6. Resolution Request Form No. 12 – Notice of Intent to Fill
  7. Resolution Request Form No. 12 – Notice of Intent to Fill
  8. Resolution Request Form No. 12 – Notice of Intent to Fill
  9. Resolution Request Form No. 12 – Notice of Intent to Fill

# *RESOLUTION REQUEST FORM NO. 20*

## *MISCELLANEOUS*

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: DPW**

**DATE: 7/20/2021**

- (a) Purpose of Request: To authorize the Chairwoman to sign Just Compensation for Right of Way in association with PIN 1761.44 CR 19 Olmstedville Road Reconstruction(H394); Town of Chester
  
- (b) Details: The County's Consultant, RK Hite and Co., has completed appraisals of property to be acquired as part of the Olmstedville Road Reconstruction Project. In order to make monetary offers and begin negotiations with property owners, the County must approve the just compensation determination. Just compensations were determined based on the Uniform Appraisal Standards for Federal Land Acquisitions and verified by an independent reviewer.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: H394.9550 280 Olmstedville Road(CR19) Reconstruction

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS



87 Genesee Street  
P.O. Box 130  
Avon, New York 14414  
Tel: (585) 226-6702  
Fax: (585) 226-8067

July 13, 2021

VIA EMAIL ONLY

Warren County DPW  
Attn: Maiken Holmes, Engineer 1  
4028 Main St.  
Warrensburg, NY 12885

Re: PIN 1761.44 –CR 19 Olmstedville Road Reconstruction Project  
Town of Chester, Warren County, New York

Request for Determination of Just Compensation

Dear Mr. Holmes:

Attached are the individual property appraisals and the property appraisal reviews for the following real property acquisitions:

Map No.	Tax Parcel ID	Property Owner	Approved Appraisal Amount	Recommended Just Compensation
01 & 02	17.-1-48 & 17.-1-1.1	Stephen de la Rosa and Mary Beth de la Rosa, as Trustees of the de la Rosa Family Trust dated March 30, 2020	\$400.00	\$400.00
03	17.-1-47	Gary and Lori Pless	\$100.00	\$100.00
04	17.-1-43	Stephen Carlin Susan Carlin Michael Carlin George Carlin, Jr. John Bodner Patricia Bodner Jaqueline Grippo Florence Grippo	\$100.00	\$100.00
05	17.-1-42	Terry and Gloria Pulvidente	\$100.00	\$100.00
06	17.-1-32	Kurt D. Froehlich and Vicky Froehlich	\$100.00	\$100.00
07	17-1-31	Daniel Dwight Howe and Deborah Anne Howe	\$2,700.00	\$2,700.00
08	17.-1-29 & 17.-1-30	Kenneth J. Marcheselli and Cheryl Marcheselli	\$100.00	\$100.00

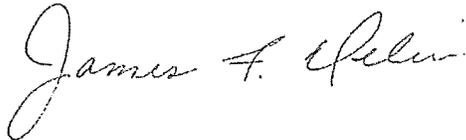
09	17.-1-27	Thomas M. Richardson and Theresa M. Richardson	\$100.00	\$100.00
10	17.-1-23.1	Kevin Lingel and Melissa Lingel	\$100.00	\$100.00
11	34.-1-21.2	Frederick Griffen and Sara Griffen	\$400.00	\$400.00
12	34.-1-21.1	Jessica F. Wescott	\$1,600.00	\$1,600.00
13	34.-1-22	Barbara Repp	\$4,900.00	\$4,900.00
14	34.-1-25	Hidden Lake Timber LLC	\$100.00	\$100.00
15	34.-1-23	Anthony T. Straka	\$300.00	\$300.00

Based on the data provided in the appraisal reviews and the appraisal reports, R. K. Hite & Co., Inc. requests that you establish the amount of just compensation for the acquisitions of the above-referenced maps. It is noted that the Eminent Domain Procedure Law states "In no event shall such amount be less than the condemnor's highest approved appraisal." The highest approved appraisal is the amount shown on the Appraisal Reviews.

R.K. Hite recommends a minimum payment of \$100.

Please indicate the County's just compensation determination by countersigning this letter below and returning the same to me at the address in the letterhead. If you have any questions or comments, please do not hesitate to call me.

Very truly yours,



James F. Deloria  
Project Manager

JFD/al  
Attachments

Warren County hereby approves the just compensation amounts for the acquisition of the real property interests as stated above.

WARREN COUNTY

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

***RESOLUTION REQUEST FORM NO. 9***

***Request to Increase or Decrease or Amend Existing Capital Project or  
Capital Reserve Project\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: DPW**

**DATE: 7/20/2021**

- (a) Exact Title and Number of Project\*: H385 CR 32 Bennie Brook Culvert Replacement
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$352,000.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): D.9950 910
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase project funding to account for higher than expected low bid

## *RESOLUTION REQUEST FORM NO. 3*

### *Request for New Contract*

DEPARTMENT NAME: DPW

DATE: 7/20/2021

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 35-21
- (b) Purpose of Contract: Construction of CR 32 Bennie Brook Culvert Project
- (c) Name of Contractor: Carver Construction, Inc.
- (d) Address of Contractor: 494 Western Turnpike Altamont, NY 12009
- (e) Contractor's Contact Person and Telephone Number: Gabriel Hanoufa (518) 355-6034 x 157
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: upon execution
- (h) Termination Date of Contract: upon completion
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed \$1,152,145.00
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H385.9550 280 CR 32 Bennie Brook Culvert Replacement

***RESOLUTION REQUEST FORM NO. 7***

***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: DPW**

**Date: 7/20/21**

(a) Purpose of Amendment: To amend the County budget for additional 2021-2022 CHIPS, PAVE NY and EWR Funds from New York State

(b) Appropriation Code, Object Code, Full Title and Amount:

D.5112 8267 280	2017 CR 77 (Main Street)	\$195,000.00
D.5112 8343 280	2021 CR 22 (Harrisburg Road)	\$405,642.20
D.5112 8344 280	2021 CR 11 (Bolton Landing – Riverbank Road)	\$410,000.00

(c) Revenue Code (with title), and Amount:

D.5010 3501 County Road, Highway Administration, Consolidated Highway Aid  
\$1,010,642.20

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.70  
Title of Position: AUTOMOTIVE PARTS SHOP SPECIALIST Base Salary of Position: \$38251 Grade: 9  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: DM.5130 Road Machinery, Machinery Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: #11100/Congel Date of Vacancy: July 23, 2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Per 7/14/21  
Human Resources Director has approved this form when initialed. 1/3 7/14/21 7/14/21

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/15/21

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 7/15/21

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature R. Conner Approved Date 7/20/21  
verbally [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #5 Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) 5 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [X] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 13342/Lamb Date of Vacancy: 07/17/2021
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [X] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 7/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E Thomas Date 7/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[X] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature R. Conner approved Date 7/20/21
[Signature]

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)  
Operates single axle truck in connection with hauling material for road maintenance or construction;  
Operates a light truck to transport workmen, tools and other equipment;  
Operates a tractor mower cutting grass and brush from road sides and other public areas;  
Operates small snow plow or related snow removal equipment  
Loads and unloads trucks;  
Performs a variety of laboring tasks;  
May be required to clean and oil the equipment;  
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:  
Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63  
Title of Position: MEO (L) #12 Base Salary of Position: \$35,491 Grade: 7  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: D.5110 MEO (L) 12 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13036/Barlow Date of Vacancy: 07/05/2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_ %  State \_\_\_\_\_ %  Other \_\_\_\_\_ %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Raw 7/12/21  
Human Resources Director has approved this form when initialed. 12 7/12/21

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/12/21

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 7/14/21

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature R. Conover Approved Date 7/20/21  
[Signature]

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)  
Operates single axle truck in connection with hauling material for road maintenance or construction;  
Operates a light truck to transport workmen, tools and other equipment;  
Operates a tractor mower cutting grass and brush from road sides and other public areas;  
Operates small snow plow or related snow removal equipment  
Loads and unloads trucks;  
Performs a variety of laboring tasks;  
May be required to clean and oil the equipment;  
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:  
Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #13 Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) 13 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [X] Other
Employee No./Last Name: 11265/MorehouseM Date of Vacancy: 07/01/2021
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [X] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 7/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 7/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[X] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature R. C. [Signature] Date 7/20/21

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)

Operates single axle truck in connection with hauling material for road maintenance or construction;  
Operates a light truck to transport workmen, tools and other equipment;  
Operates a tractor mower cutting grass and brush from road sides and other public areas;  
Operates small snow plow or related snow removal equipment  
Loads and unloads trucks;  
Performs a variety of laboring tasks;  
May be required to clean and oil the equipment;  
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63  
Title of Position: Highway Construction Supervisor #4 Base Salary of Position: \$41,003 Grade: 12  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: D.5110 Highway Const. Supervisor #4 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: #6112/Ross Date of Vacancy: July 19, 2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_ %  State \_\_\_\_\_ %  Other \_\_\_\_\_ %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PW 7/12/21  
Human Resources Director has approved this form when initialed. P 7/12/21

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/12/21

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 7/14/21

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature R. Conner approved Date 7/20/21

W. Bullock [Signature]

## HIGHWAY CONSTRUCTION SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** Supervises the activities of a work crew or crews involved in highway construction and maintenance work. These duties involve responsibility for the efficient and economical use of staff, materials and equipment in a variety of highway construction and maintenance activities. The work is carried out in accordance with established policy and procedures under the supervision of a higher level supervisor permitting some leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of subordinate equipment operators and laborers by a continuing check of the work in progress on the particular project assignment. Periodically supervises highway crew in absence of Highway Construction Supervisor II. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises the activities of a crew and the use of materials and equipment in the construction and maintenance of county highways;

Assists in planning maintenance schedules and workloads;

Reports to and confers with Supervisor regarding staff and equipment necessary for maintenance projects;

Supervises and participates in the preparation and maintenance of activities, costs and progress records and reports;

Operates various types of road construction and maintenance equipment including heavy trucks and earth moving equipment;

Responds after normal working hours to emergency situations and during snow and ice events;

Conducts various other highway maintenance activities as a member of a crew.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern highway construction and maintenance methods and procedures; good knowledge of the equipment, materials, tools, terminology and safety precautions used in highway maintenance and in snow removal and ice control; good knowledge of the operation and maintenance of automotive equipment; ability to plan and supervise the work of others; ability to solve operating problems as they may occur in the field; ability to effectively work as an individual or a member of a crew and coordinates efforts with other employees as appropriate; ability to understand and carry out complex oral and written directions; ability to prepare and maintain records and reports; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four years of experience in the construction or maintenance of paved highways or bridges.

**SPECIAL REQUIREMENTS:** Eligibility for an appropriate level New York State driver's license at the time of application. Possession of valid appropriate class CDL Operator's license at time of appointment.

Warren County Civil Service  
Adopted, 7/30/98; Amended, 1/4/16

JC: Competitive