

Saratoga County *New York*



SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES
Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

FIELD OPERATIONS MANAGER – HIGHWAY/BRIDGES **SARATOGA COUNTY DEPARTMENT OF PUBLIC WORKS**

SALARY: \$85,113 * Plus Excellent Benefit and Retirement Package*****

Distinguishing Features of this opportunity are...

This is a management position, which oversees the Highway and Bridge operations of the Saratoga County Department of Public Works. The incumbent acts as the assistant to the Commissioner and Deputy Commissioner of Public Works and supervises and directs the construction, maintenance and repair operations for, but not limited to, county roads, bridges, culverts, drainage systems and parks. This position is also responsible for providing analysis of departmental needs, interdepartmental activities and the overall scheduling of projects. The work is performed under the general direction of the Commissioner of Public Works with considerable leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is exercised over all field personnel engaged in the construction, maintenance and repair operations related to road, bridge, culvert, drainage systems and parks. Does related work as required.

Typical work activities will include, but are not limited to...

- Plans, schedules and directs the construction, reconstruction and repairs to County infrastructure, such as streets and drainage systems, bridges, culverts, etc;
- Inspects construction for conformance with contract provisions and County standards;
- Interprets contract specifications and construction standards for contractors and field staff, and resolves differences in interpretation;
- Coordinates projects, including liaison with contractors and vendors, scheduling, and gathering general project information for reports;
- Develops prioritization methodology for needed repair and maintenance work;
- Develops cost estimates and budget needs for annual budget;
- Develops and maintains database of repair work;



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- -Performs survey and other field work to lay out projects and gather information;
- Assists in the review and evaluation of potential department personnel;
- Supervises and assists in the training of subordinate staff, monitors staff performance and addresses performance issues;
- Maintains street inventory records;
- Utilizes a variety of technical equipment and tools, including engineering software, global positioning equipment, survey equipment and pipe locating equipment;
- Prepares and maintains a variety of records and reports;
- May perform other tasks, as needed.

**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.*

Desirable knowledge, skills and abilities are...

Good knowledge of modern engineering principles, practices, equipment and terminology; good knowledge of construction means, methods, and procedures; good knowledge of the federal, state and local laws, rules, regulations, codes and procedures governing municipal and road construction; good knowledge of design and specification writing, inspections and field surveying and layout; skill and tact in dealing with the public; skill in utilizing common office software programs including word processing, spreadsheets and databases; strong math skills; ability to coordinate multiple construction projects; ability to train and supervise subordinate staff; ability to understand and interpret complex oral instructions and/ or written directions; ability to interpret plans and specifications; ability to prepare activity records and reports; ability to establish cooperative relationships with contractors, vendors, co-workers and other staff; ability to successfully work with and serve a diverse local community; mechanical aptitude; willingness to work in all weather conditions; physical condition commensurate with the demands of the position.

Minimum Qualifications for this position are...

- A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Architecture, Construction Management, Construction Technology, Civil Engineering or a closely related field with similar course curriculum, and six (6) years of progressively responsible, full-time paid experience, in civil construction and management; **OR**
- B) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Architecture, Construction Management, Construction Technology, Civil Engineering or a closely related field or similar course curriculum, and eight (8) years of full-time paid experience, in civil construction and management; **OR**
- C) Graduation from high school or possession of a high school equivalency diploma (GED) and ten (10) years of full-time paid experience, in civil construction and management.



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SPECIAL REQUIREMENT(S)/NOTES: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment Special Note: In accordance with Federal Highway Administration (HWA) 49CFR382, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment.

Qualified candidates may submit their application and resume by mail or in person to:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

*****This position will be filled on a “provisional” basis, pending the results of a civil service exam to be scheduled at a later date.*****

Applications will continue to be accepted until this position is filled.

Applications are available in the Human Resources Office or on our website, www.saratogacountyny.gov.

Resume MAY NOT be substituted for Application. As a municipality, an application is required.

No Fax Submissions

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 inquires to Carla Groves at cgroves@saratogacountyny.gov.

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.

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