

DEPARTMENT: TOWNS
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 24, 2026

DITCHING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating, planning, and overseeing ditching, drainage, and roadside water management activities within the town. The incumbent ensures proper maintenance and improvement of roadside ditches, culverts, and drainage systems to support roadway integrity and prevent flooding. The position requires coordination with the highway department, contractors, property owners, and regulatory agencies. Work is performed under the general supervision of the Highway Superintendent or Town Supervisor with leeway allowed for the exercise of independent judgment in carrying out assigned duties in accordance with policies, procedures, rules, regulations, and laws. This is not a first-line supervisory position; however, the incumbent may oversee the work of assigned crews, contractors, or seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Evaluates roadside drainage conditions, including ditches, culverts, and stormwater flow issues;
2. Develops and prioritizes ditching and drainage improvement plans;
3. Coordinates ditching schedules with the highway department and outside contractors;
4. Oversees and inspects ditching, excavation, and culvert installation work;
5. Ensures compliance with applicable local, state, and federal regulations;
6. Responds to resident complaints regarding drainage, flooding, and ditch conditions;
7. Communicates with property owners regarding easements, access, and project impacts;
8. Maintains records of ditching projects, including locations, costs, and materials used;
9. Assists in budget preparation related to drainage and ditching operations;
10. Recommends equipment, materials, and methods for effective drainage management;
11. Coordinates emergency response to flooding or drainage failures;
12. May assist in securing permits and coordinating with agencies such as the New York State Department of Environmental Conservation (NYSDEC).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices, laws, rules, and regulations of drainage, ditching, and stormwater management; working knowledge of road construction and maintenance methods; working knowledge of the physical and geographic make-up of the municipality; computer skills necessary to work with modern computer software programs such as spreadsheets, word processing, and database applications at an acceptable rate of speed and accuracy; ability to read maps, plans, and grade elevations; ability to plan, schedule, and coordinate work activities; ability to communicate and establish working relationships effectively with the public and government officials; ability to inspect work and ensure compliance with specifications; ability to maintain and compile records and reports; sound professional judgment; initiative and resourcefulness; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** two (2) years of experience in highway maintenance, excavation, drainage work, or a closely related field.

NOTE: Verifiable part-time and/or volunteer experience may be pro-rated towards meeting the minimum qualifications.

SPECIAL REQUIREMENTS:

Possession of a valid New York State driver's license at time of appointment and for the duration of employment.