

## ASSISTANT SUPERINTENDENT OF PUBLIC WORKS

Code No.: 6-01-008

JURISDICTIONAL CLASSIFICATION  
DEPENDENT UPON ASSIGNMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible supervisory position in a public works department of a town or village under the general direction and supervision of the Superintendent of Public Works. The Assistant Superintendent of Public Works is responsible for assisting the Superintendent in all general functions of the department and for specific areas that may be delegated. Direct supervision is exercised over departmental personnel. Incumbent may be required to be on twenty-four (24) call seven (7) days a week. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Supervises the public works department in the absence of the Superintendent of Public Works;

Directs and participates in work activities, such as installation, maintenance, repair and cleaning of highway, sewer and water system components; snow and ice removal activities; refuse collection; buildings and grounds maintenance activities; and reviews work in progress on a regular basis;

Supervises employees and schedules daily work assignments;

Operates a variety of automotive and mechanical equipment and tools;

Instructs and supervises employees in the proper and safe use of materials, automotive and mechanical equipment and tools;

Keeps records for public works department, including work activity and progress reports, attendance and payroll, maps and diagrams;

Responds to calls for installation, maintenance, repair and cleaning of highway, sewer or water system components or in other functional areas;

Assists in budget preparation for the department and may have complete responsibility for one budget area;

Assists in planning, purchasing and personnel functions in the department;

Attends and reports at Board meetings;

Repairs, maintains and tests fire hydrants and water meters;

Reads commercial water meters;

Collects water samples for testing; Erects and maintains street signs and signal lights;

Investigates complaints regarding operation of department;

May be responsible for coordinating and inspecting work and subcontracted work on special projects;

May schedule events in community parks and buildings and assist with physical arrangements for special events.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the activities, goals and concerns of the public works department; good knowledge of the conditions and needs of the community pertaining to public works; good knowledge of equipment, methods and procedures required to perform the assigned work in an efficient manner; good knowledge of specific hazards and safety precautions; good knowledge of budget preparation; good knowledge of the Charter of the Municipality; good knowledge of New York State General Municipal Laws; good knowledge of New York State Highway Laws; good knowledge of the Traffic Control Devices Manual; ability to supervise the work of a crew; ability to plan, organize and expedite work activities; ability to decide and apply appropriate procedures in a given situation; ability to communicate orally in an effective manner; ability to motivate and lead others; ability to do heavy manual labor; ability to operate the equipment and tools necessary for the job; ability to follow instructions and plans; ability to keep accurate, simple records, reports and forms; ability to work with maps and diagrams; ability to establish good working relationships with others; ability to measure and compute, using basic math skills; ability to work under all weather conditions; ability to respond to and assume leadership in emergency situations; mechanical aptitude; initiative; assertiveness; endurance; dependability; tact; good judgment; honesty; health and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus three (3) years of experience in the installation, maintenance, repair and cleaning of highway, sewer and water system components; and snow and ice removal activities; and building and grounds maintenance activities, one (1) year of which shall have been in a responsible supervisory capacity.

NOTE: Additional experience may be substituted for the high school diploma on a year-for-year basis. No experience may be substituted for the one (1) year of supervisory experience.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Motor Vehicle Operator's License Class \*3\* may be required by some jurisdictions. Candidates may be required to pass a physical examination to determine ability to perform manual labor.

Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: May 26, 1983