

SUPERINTENDENT OF PUBLIC WORKS

Code No.: 6-19-009
JURISDICTIONAL CLASSIFICATION
DEPENDENT UPON ASSIGNMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for planning and directing the activities of a public works department in a town or village in accordance with the general policies outlined by the Town or Village Board. In certain jurisdictions, this employee oversees the electrical distribution system and directs a staff in the maintenance of an electric substation, a street lighting system and overhead and underground residential distribution. Direct supervision is exercised over departmental personnel. Incumbent may be required to be on twenty-four (24) hour call seven (7) days a week. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Plans, organizes and directs the public works department and its related activities;

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;

Maintains or oversees the maintenance of all department records, including personnel, attendance, work activity, and cost records;

Responds to calls for assistance or complaints from citizens;

Oversees the maintenance and repair of all department equipment and tools;

Formulates and presents department budget for approval;

Estimates costs and amounts of material and equipment needed, obtains bids and orders product;

Attends and provides oral and written reports at Board meetings;

Acts as liaison between town or village and other agencies on public works related issues.

WHEN RESPONSIBLE FOR THE OPERATIONS OF AN ELECTRICAL DISTRIBUTION SYSTEM:

Supervises and participates in the maintenance of an electric substation, a street lighting system, overhead and underground residential distribution;

Purchases through public bidding, supplies, equipment and vehicles;

Supervises the testing, installation and reading of meters;

Establishes guidelines, procedures and standards for employee safety.

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 Uniform 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 work with maps and diagrams; ability to keep accurate, simple records, reports and forms; 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 five (5) 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.

Possession of a valid Water Treatment Plant Operators License (NYS) and Sewer Treatment Plant Operators License appropriate for facility where applicable.

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 29, 1986