

SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: The Superintendent of Public Works in a municipality is responsible for supervising some or all of the following activities: construction, maintenance and repair of streets and roads; building, zone and code enforcement; water treatment and distribution; wastewater treatment and disposal; storm and sanitary sewer construction, maintenance and repair; garbage collection; park, playground and cemetery maintenance. The work is performed under the general direction of the Mayor, Supervisor and/or the Village or Town Board. Supervision is exercised over all municipal employees engaged in public works activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises some or all of the following activities:

Supervises and may participate in the construction, repair and maintenance of streets and roads;

Supervises and may participate in the construction, repair and maintenance of water lines;

Supervises and may participate in the construction, repair and maintenance of storm and sanitary sewers;

Supervises and may participate in the installation of drainage ditches and dry wells;

Supervises and may participate in the sanding and salting of streets and roads as well as the removal of snow and ice;

Supervises and may participate in the collection and disposal of garbage and trash;

Supervises and may participate in the maintenance of parks, playgrounds and cemeteries;

Oversees and may participate in issuing building permits as well as enforces provisions of building codes and zoning ordinances;

Supervises and may participate in the operation and maintenance of the water treatment plant;

Supervises and may participate in the operation and maintenance of the wastewater treatment plant;

Makes recommendations regarding the yearly budget including major projects and the need for materials, equipment and manpower;

Maintains records on public works activities;

Informs property owners of municipal construction projects;

May operate tractor, bulldozer, backhoe and related equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies and procedures involved in the operation of a municipal Public Works Department;

Thorough knowledge of the principals, practices and equipment used in the construction, maintenance and repair of streets and roads;

Good knowledge of the principals, practices and equipment used in the construction, maintenance and repair of storm and sanitary sewers;

Good knowledge of the principals, practices and equipment used in the sanding and salting of streets and roads as well as the removal of snow and ice;

Good knowledge of the principals, practices and equipment used in the operation and maintenance of a water treatment plant;

Good knowledge of the principals, practices and equipment used in the operation and maintenance of a wastewater treatment plant;

Ability to plan and supervise the work of others;

Ability to communicate effectively, both orally and in writing;

Ability to understand and carry out complex both written and oral instructions;

Ability to work from plans, specifications and blueprints;

Ability to keep various records, prepare reports and make budget recommendations;

Willingness to respond to emergencies and work overtime;

Willingness to work in adverse weather conditions;

Initiative and resourcefulness;

Manual dexterity;

Good judgment;

Tact.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five years of experience in public works activities, one year of which must have included supervisory responsibilities.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

Possession of the appropriate level Commercial Driver's License (CDL); and

When required by the municipality the incumbent must possess the appropriate grade Water Treatment Plant Operator certificate issued by the New York State Department of Health.

When required by the municipality the incumbent must possess the appropriate grade Wastewater Treatment Plant Operator certificate issued by the New York State Department of Environmental Conservation.

NOTE: Incumbents in this position may be required to work/be on call/respond to emergencies on evenings, weekends and holidays.

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Jurisdictional Classification: Village of Endicott - Unclassified