

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS:

This is an important position involving responsibility for a variety of administrative activities within the Department of Public Works. The work is carried out with wide leeway for independent judgment and involves administrative duties such as labor management activities, disciplinary procedures and other personnel related matters. The incumbent acts for and in place of the Superintendent of Public Works when the Superintendent is unavailable. Work is performed under the general direction of the Superintendent. Operational supervision is exercised over all personnel assigned to the specific divisions within the department.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs administrative functions including but not limited to personnel, purchasing, record maintenance and property management;
2. Performs the administrative duties of the Superintendent of Public Works when the Superintendent is not available;
3. Regularly inspects projects and advises Superintendent of work progress;
4. Supervises and confers with supervisory level personnel to define areas of work, utilization of employees and equipment, and appropriate time tables;
5. Determines most efficient methods of assigning work and equipment and establishes schedules;
6. Receives and investigates complaints regarding assigned programs;
7. Participates in labor management activities and disciplinary investigations;
8. Confers with Superintendent to develop and implement policies, programs and directives;
9. Develops, implements and reviews training activities;
10. Prepares a variety of reports;
11. May interview prospective employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the modern principles and practices of business administration and public administration sufficient to oversee divisions within the Department of Public Works;

Ability to plan and supervise the work of others;

Ability to establish effective working relations with a variety of individuals and groups including unions and the general public;

Ability to understand and carry out complex and written directions;

Ability to communicate effectively;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in public administration or related field and three (3) years of construction or public works paid experience which included two (2) years of supervisory experience;
- OR: (B) Associate's degree in public administration or related field and five (5) years of construction or public works paid experience which included two (2) years of supervisory experience;
- OR: (C) Graduation from high school or possession of an equivalency diploma and seven (7) years of construction or public works paid experience plus two (2) years of supervisory experience;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

Note: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Note: Supervision must be an integral part of the job, not incidental or occasional. Typical duties may include, but are not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

AM1120

ADOPTED: 09/07/00

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