

VILLAGE PUBLIC WORKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory position involving responsibility for planning and directing the activities of the Department of Public Works. Major areas of work include monitoring work distribution, overseeing the work of various divisions of the department (e.g., streets, sanitation, and water), and overall supervision of the administrative and operational workings of the department. Work is performed under the general direction of the Mayor and/or Village Board of Trustees. Supervision is exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Oversees all programs and activities for the various divisions within the Department of Public Works;
2. Determines priorities of all projects in the Department of Public Works;
3. Coordinates all public work projects with projects of other village departments;
4. Responsible for the purchase, maintenance and repair of all equipment and supplies;
5. Directs all aspects of personnel administration within the Department of Public Works, including interviewing and hiring of employees, scheduling work assignments and personnel evaluations;
6. Develops long-range plans for meeting the Department's future equipment and staffing needs, within budgetary constraints;
7. Obtains all necessary County and State permits required for work projects;
8. Inspects all major work projects;
9. Attends meetings as representative of the Department of Public Works;
10. Addresses all taxpayer complaints and concerns;
11. In conjunction with Village Board, prepares annual departmental budget;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern principles and practices of the general construction trade; thorough knowledge of the modern principles and practices of water and sewer distribution systems; thorough knowledge of the modern principles and practices of street maintenance and repair; good knowledge of the modern principles and practices of public administration, including budgeting; good knowledge of accepted safety practices engaged in the use of construction equipment and hand and power tools; good knowledge of OSHA regulations; ability to plan and supervise the work of others; ability to communicate effectively with others, both orally and in writing; ability to read and understand blue prints; initiative; resourcefulness; good judgement; physical condition commensurate with the demands of the position.

VILLAGE PUBLIC WORKS SUPERINTENDENT (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree in engineering and two (2) years of full-time work experience in the operation, construction and maintenance of water and sewer systems, street construction and maintenance or related public works activities, one (1) year of which shall have been in a supervisory capacity;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time experience as described above, one (1) year of which shall have been in a supervisory capacity;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Possession of a valid appropriate level commercial driver's license at the time of appointment.
2. An appointing authority may require individuals to possess the appropriate level Water and Sewer Treatment Plant Operator's License at the time of appointment.

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ADOPTED: 03/23/92
 05/19/94