

VILLAGE SUPERINTENDENT OF PUBLIC WORKS AND CODES ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position that involves planning and directing the operational workings related to Public Works and the enforcement of Building and Zoning Codes of a village. The incumbent will also be responsible for personnel and budget management related to these activities. Work is performed under the general direction of the Mayor and/or the Village Board of Trustees. Supervision is exercised over the subordinates working in the areas of Public Works and Building and Zoning.

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. Oversees all programs and activities involved in the management of Public Works and Building and Zoning code enforcement of a Village;
2. Coordinates and inspects public work projects, and obtains required County and State permits;
3. Prepares and oversees the administration of the budget for purchases, maintenance and repair of equipment and supplies;
4. Works in conjunction with various boards in developing long-range plans for meeting future equipment and staffing needs;
5. Supervises and participates in the enforcement of municipal codes, including the NYS Uniform Fire Prevention, Zoning and Building Codes; responds to questions and complaints regarding these codes;
6. Issues building permits and furnishes the prescribed certificates of occupancy upon application after completion of construction or repair;
7. Inspects and determines whether damaged structures can be repaired or must be demolished at the request of the local fire departments after a structural fire;
8. Directs staff on work assignments, evaluates performance, and will conduct interviews for potential new employees;
9. Attends various meetings and represents the village, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern practices, principles, materials and tools used in building construction and plumbing installation;
Knowledge of the principles of engineering and architecture;
Knowledge of the requirements of the Uniform Fire Prevention and Building Code, plumbing code, zoning ordinances, and New York State Multiple Residence Law;
Knowledge of the modern principles and practices of the general construction trade, water and wastewater distribution systems, street maintenance and repair;
Knowledge of the principles and practices governing the storage and distribution of combustibles;
Knowledge of accepted safety practices engaged in the use of construction equipment and hand and power tools;
Knowledge of OSHA regulations;
Knowledge of the modern principles and practices of public administration, including budgeting and personnel management;
Ability to establish and maintain cooperative relationships with other public officials, building contractors, plumbing contractors, and with the general public;
Ability to read and interpret plans, specifications and blue prints;
Ability to plan and supervise the work of others;
Ability to communicate effectively with others, both orally and in writing;
Ability to prepare complete and concise reports;
Personal characteristics necessary to perform the duties of this position;
Physical condition commensurate with the duties of the position.

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MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor degree in engineering, architecture, building science or a related field and two (2) years of full-time work experience as a building contractor, construction superintendent, general contractor or construction supervisor, one (1) year of which shall have been in a supervisory capacity;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in engineering and four (4) years of full-time work experience as described above, one (1) year of which shall have been in a supervisory capacity;
- OR: (C) Graduation from high school or possession of high school equivalency diploma and six (6) years work experience in building construction and public works activities as described above, one (1) year of which shall have been in a supervisory capacity;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

NOTE: A maximum of (1) year full time work experience in the operation, construction and maintenance of water and wastewater systems, streets or other related public works activities, may substitute for one (1) year work experience.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Driver License at time of application. A municipality may require possession of a valid New York State Class B Commercial Driver License at time of appointment and to maintain position.
2. An appointing authority may require individuals to possess the appropriate level Water and Wastewater Treatment Plant Operator License at the time of appointment.
3. Pursuant to New York State Executive Law, candidates must successfully complete training as prescribed by the New York State Department of State, Division of Code Enforcement and Administration after initial appointment. It is the responsibility of the appointing authority to ensure that employees shall complete the prescribed minimum basic code enforcement training within the applicable period established, as well as required annual in-service training. For further information on these requirements, you may access <http://www.dos.state.ny.us/code/edu.htm>