

Civil Division: Villages
Jurisdictional Class: Competitive
Non-Competitive (under 5,000 population)
EEO Category: Skilled Craft Workers
Revised: 9/4/97

PUBLIC WORKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent has responsible charge of the public works activities in a village. This position involves responsibility for the construction, maintenance and extension of streets and roads. In addition, a Public Works Superintendent in a specific village may be responsible for one or more of the following municipal services or activities: water treatment, wastewater treatment, water distribution, garbage collection and disposal and parks maintenance. The work is performed under general supervision. Supervision is exercised over a number of subordinate employees engaged in public works activities. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, supervises and participates in the construction, extension and maintenance of streets and roads;
Supervises the operation and maintenance of the water treatment plant and/or wastewater treatment plant;
Supervises and participates in the extension of storm and sanitary sewers and water lines;
Directs and assists in the removal of snow and ice from streets and roads;
Supervises the care and maintenance of tools and equipment;
Oversees the care and maintenance of parks, playgrounds and cemeteries;
Discusses public work activities with the public;
Makes recommendations to the Village Board regarding major projects and the need for material, equipment and manpower;
Keeps records of public works activities and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Through knowledge of principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and related public works activities; good knowledge of the principles and practices and equipment involved in the operation and maintenance of the wastewater treatment and water treatment plants, when part of the duties and responsibilities of the class; good knowledge of the maintenance and repair of motorized equipment; ability to plan and supervise the work of subordinates; ability to work from plans, specifications, and blueprints; resourcefulness; good judgement.

MINIMUM QUALIFICATIONS: Graduation from high school **AND** either four (4) years of experience in the construction or public works fields, or work of a similar nature **OR** four (4) years of experience in the operation of a water or wastewater plant, or work of a similar nature.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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SPECIAL REQUIREMENT: Possession of an appropriate certificate for operation of a water or wastewater treatment plant issued by the New York State Department of Health and/or Commissioner, Department of Environmental Conservation at time of appointment, where such certificate is necessary.

Adopted: 08/19/59
Revised: 09/13/85, 11/21/96, 09/04/97