

## SUPERINTENDENT OF PUBLIC WORKS

Code No.: 6-19-009

JURISDICTIONAL CLASSIFICATION  
DEPENDENT UPON ASSIGNMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for planning and directing the activities of a public works department in a town or village in accordance with the general policies outlined by the Town or Village Board. In certain jurisdictions, this employee oversees the electrical distribution system and directs a staff in the maintenance of an electric substation, a street lighting system and overhead and underground residential distribution. Direct supervision is exercised over departmental personnel. Incumbent may be required to be on twenty-four (24) hour call seven (7) days a week. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Plans, organizes and directs the public works department and its related activities;

Directs and participates in work activities such as installation, maintenance, repair and cleaning of highway, sewer and water system components; snow and ice removal activities; refuse collection; buildings and grounds maintenance activities; and reviews work in progress on a regular basis;

Supervises employees and schedules daily work assignments;

Operates a variety of automotive and mechanical equipment and tools;

Instructs and supervises employees in the proper and safe use of materials, automotive and mechanical equipment and tools;

Maintains or oversees the maintenance of all department records, including personnel, attendance, work activity, and cost records;

Responds to calls for assistance or complaints from citizens;

Oversees the maintenance and repair of all department equipment and tools;

Formulates and presents department budget for approval;

Estimates costs and amounts of material and equipment needed, obtains bids and orders product;

Attends and provides oral and written reports at Board meetings;

Acts as liaison between town or village and other agencies on public works related issues.

WHEN RESPONSIBLE FOR THE OPERATIONS OF AN ELECTRICAL DISTRIBUTION SYSTEM:

Supervises and participates in the maintenance of an electric substation, a street lighting system, overhead and underground residential distribution;

Purchases through public bidding, supplies, equipment and vehicles;

Supervises the testing, installation and reading of meters;

Establishes guidelines, procedures and standards for employee safety.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the activities, goals and concerns of the public works department; good knowledge of the conditions and needs of the community pertaining to public works; good knowledge of equipment, methods and procedures required to perform the assigned work in an efficient manner; good knowledge of specific hazards and safety precautions; good knowledge of budget preparation; good knowledge of the Charter of the Municipality; good knowledge of New York State General Municipal Laws; good knowledge of New York State Highway Laws; good knowledge of the Uniform Traffic Control Devices Manual; ability to supervise the work of a crew; ability to plan, organize and expedite work activities; ability to decide and apply appropriate procedures in a given situation; ability to communicate orally in an effective manner; ability to motivate and lead others; ability to do heavy manual labor; ability to operate the equipment and tools necessary for the job; ability to follow instructions and plans; ability to work with maps and diagrams; ability to keep accurate, simple records, reports and forms; ability to establish good working relationships with others; ability to measure and compute, using basic math skills; ability to work under all weather conditions; ability to respond to and assume leadership in emergency situations; mechanical aptitude; initiative; assertiveness; endurance; dependability; tact; good judgment; honesty; health and physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus five (5) years of experience in the installation, maintenance, repair and cleaning of highway, sewer and water system components; and snow and ice removal activities; and building and grounds maintenance activities, one (1) year of which shall have been in a responsible supervisory capacity.

**NOTE:** Additional experience may be substituted for the high school diploma on a year-for-year basis. No experience may be substituted for the one (1) year of supervisory experience.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Motor Vehicle Operator's License Class \*3\* may be required by some jurisdictions. Candidates may be required to pass a physical examination to determine ability to perform manual labor.

Possession of a valid Water Treatment Plant Operators License (NYS) and Sewer Treatment Plant Operators License appropriate for facility where applicable.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: May 29, 1986