


JURISDICTIONAL CLASS: C
GRADE: _____

APPROVED: NSA 
DATE: 02/14/2007

SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and technical position involving responsibility for the supervision of various village activities related to public works operations including those involving professional engineer training. The work is performed in accordance with policies outlined by the Village Board but with considerable leeway for the exercise of independent judgment. General supervision is exercised over a number of subordinates in various departments under the jurisdiction of the Superintendent.

TYPICAL WORK ACTIVITIES:

- Designs and directs the construction, maintenance, alteration and improvement of the village streets, storm and sanitary sewer and water system;
- Supervises the street cleaning, snow removal programs, and refuse collection;
- Oversees the maintenance and operation of the village sewer system and treatment plant;
- Supervises the maintenance and operation of the village water system and treatment plant;
- Has charge of the maintenance and operation of the village parks;
- Directs and coordinates the design of special engineering projects including plans, estimates, operations and working drawings;
- Plans and directs field surveys for new streets, sewers and water lines;
- Is responsible for maps, blueprints, and other departmental records;
- Prepares specifications and recommends the purchase of all supplies and equipment;
- Oversees the clerical and business management activities of the public works office;
- Acts on all complaints regarding the operation of the various public works functions;
- Oversees the central garage for maintenance of all village vehicles and equipment;
- Performs personnel functions including supervising and evaluating work of subordinate staff; recommends personnel action related to recruitment, discipline, work performance and grievances;

TYPICAL WORK ACTIVITIES cont':

Participates in administrative personnel functions including labor negotiations, work scheduling and assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of street and sewer construction and maintenance practices;

Thorough knowledge of the principles and practices of civil engineering as they relate to the construction and maintenance of streets, sewers and water lines;

Working knowledge of the practices used and the equipment required in the operation and maintenance of the village water and sewer treatment plants;

Initiative and resourcefulness in the solution of special engineering problems described in forgoing;

Ability to plan and supervise the work of others;

Ability to get along well with others;

Sound professional judgment;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A) Registered Professional Engineer and four (4) years experience of full time, paid civil engineering in a public works environment which shall have included experience in site development, water/sewer system maintenance and operation, road maintenance and construction or a combination thereof; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering or closely related field and six (6) years of full time, paid experience as stated in (A); **OR**
- C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering or closely related field and eight (8) years of full time, paid experience as stated in (A); **OR**
- D) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and ten (10) years of full time, paid experience as stated in (A).