

SUPERINTENDENT OF PUBLIC WORKS

Examples of Duties:

The Superintendent of Public Works, a Non-Union position, reports directly to the Mayor, and supervises the Chief Operator of the WWTP, Chief Operator of the WTP, the DPW Supervisor(s), and all employees under their supervision. Their main function is to supervise and coordinate the operations and activities of the DPW, Water Treatment Plant, and Waste Water Sanitary Sewer Plant.

A *Superintendent of Public Works* plans, organizes and supervises the activities of the Department of Public Works, including street, sewer and water line maintenance and repair, refuse collection, shade tree maintenance, municipal lighting, sidewalk maintenance, traffic signal and alarm systems, signs, the garage, snow removal facilities, cemeteries and parks, and all other assets of the Village of Newark.

Specific duties include, but are not limited to:

- maintains and supervises the use of buildings, properties, material apparatus, and equipment used by or designated to be under the control of the Department of Public Works;
- prepares budget estimates for activities of the Department of Public Works;
- administers the expenditure of funds appropriated for departmental function;
- conducts all personnel actions within the department, including interviewing applicants, making assignments, transfers and recommendations for promotions, hiring and dismissal and administration of Union contracts;
- remains available for emergency calls as indicated;
- supervises the maintenance of all department records, and the ordering and requisitioning of supplies and materials; develops contract and equipment specifications;
- represents the municipality in contracts with other governmental jurisdictions, contractors and other public work matters;
- oversees and ensures the continued licensure and operation in good standing of all of the Village's water and wastewater treatment and conveyance works;
- attends meetings of the municipal board;
- inspects and makes recommendations on the acceptance of work of outside contractors or consultants;
- operate various motor equipment.

Qualifications:

MINIMUM QUALIFICATIONS: Candidates must meet one of the following requirements on or before the date of the written test:

A) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in construction or engineering technology or related

curriculum and three (3) years of experience in highway maintenance, sanitary and storm sewer maintenance, water or sewer plant operation; or:

B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in highway maintenance, sanitary and storm sewer maintenance, water or sewer plant operation, which included two (2) years of supervisory experience; or:

C) An equivalent combination of training and experience as defined by the limits of (A), and (B). The individual may be required at times to perform physical labor and work that needs to be accomplished.

Notes: PLEASE MAIL RESUMES AND COVER LETTER TO:

Village of Newark

Attn: Jonathan Taylor

100 East Miller Street

Newark, New York 14513

You may also email resumes and cover letters, as attachments, to:

jtaylor@villageofnewark.com

Please return them to the Village of Newark by April 6th, 2020.

NOTES: 1. *A supervisory position is defined as a position in which supervision was a major responsibility of the job. Occasional or partial supervision of work crew is not acceptable supervisory experience. **2.** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements. **3.** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee

Notice to Candidates: Transcripts will now be accepted by Personnel Committee ONLY at time of resume submission.

All subsequent transcripts must be submitted at time of interview.

SUPPLEMENTAL INFORMATION:

A background check and medical examination may be required before appointment.