

## **PUBLIC WORKS SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a broad classification where the incumbent has responsible charge of public works activities in a Village. A Public Works Superintendent is responsible for construction, maintenance and extension of streets and roads. In some circumstances they may also be responsible for buildings, traffic control, water distribution, storm and sanitary sewer maintenance and parks. Work is performed under the general direction of the Mayor and Village Board. Supervision is exercised over the work of all employees of the department.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Supervises and coordinates activities and employees' work assignments relating to construction, maintenance, extension, repair of streets and roads;
- Supervises the operation and maintenance of the storm and sanitary sewer system;
- Supervise and coordinate the purchasing and use of all materials, supplies and equipment;
- Supervises the care and maintenance of parks, playgrounds and cemeteries;
- Directs the removal of snow and ice from Village streets and roads;
- Researches and prepares bid specifications and related documentation for the purchase of materials, equipment and services;
- Initiates and coordinates the sharing of municipal services between municipalities, e.g. removal of leaves, brush, snow and ice;  
Prepares annual budget and monitors operating and capital expenditures;
- Acts as liaison between the Village Board, Municipal Board, Town Board, the public, media, departmental employees and various agencies;
- Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers, water distribution systems and related public works activities; good knowledge of the principles and procedures involved in the operation of a village public works department; good knowledge of public administration; good knowledge of the needs and goals of the municipality in relation to public works; good knowledge of budget preparation; good oral and written communication skills; ability to formulate and present short and long term goals; ability to establish good working relationships with others; ability to deal well with the public; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree engineering, civil engineering, environmental studies or a closely related field and six years of supervisory experience in public works areas of highways, buildings and grounds, water and sewer distribution systems and/or traffic control maintenance; or
- b. Graduation from high school or possession of a high school equivalency diploma and eight years of the above described experience; or
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.