

DIRECTOR OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and supervising activities of the Department of Public Works which include street maintenance and repair, water and wastewater treatment plant operation, water and sewer line maintenance, electric line installation and repair, and maintenance of village parks, cemetery, and buildings. The work is carried out under the general direction of, and in conformance with policies established by the Mayor and Village Board. Supervision is exercised over all employees of the Department through a staff of subordinate supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, directs and supervises the construction, maintenance and repair of village streets;

Plans and directs installation and repair of electric lines;

Oversees operation of water and wastewater treatment plants;

Plans and directs operation and maintenance of village parks and cemetery;

Supervises repair and maintenance of village buildings;

Plans and directs snow removal and ice control activities;

Supervises the cleaning of village streets;

Supervises the installation, maintenance and repair of water and sewer lines;

Prepares departmental budget, approves requisitions and monitors expenditures;

Maintains records of departmental activities and makes monthly reports to Village Board, Village Clerk-Treasurer and Municipal Utilities Board.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, materials and equipment used in the construction, maintenance and repair of streets, sidewalks, and water and sewer lines;

Thorough knowledge of the principles and practices of administration, including budgeting, personnel, and supervision;

Thorough knowledge of methods, materials and equipment used in snow removal and ice control work;

Ability to plan, organize and coordinate diverse phases of a public works program;

Ability to plan, direct and supervise the activities of a large work force through a subordinate staff;

Ability to read and interpret blueprints;

Ability to maintain records and make oral and written reports;

Tact and courtesy, dependability;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in engineering and two years of supervisory experience in civil engineering or public works construction or maintenance work; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in engineering or construction technology or a closely related field and four years of supervisory experience in civil engineering or public works construction or maintenance work, at least two years of which must have been in a supervisory capacity; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six years of experience in public works construction or maintenance work, at least two years of which must have been in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Jurisdiction Class:	Competitive
Civil Division:	Village of Penn Yan
Adoption:	January 1, 1989
Revised:	October 5, 1994
Revised:	April 3, 1997
Revised:	March 16, 2009

