

SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the immediate responsibility for varied activities in the field of public works. The particular activities overseen by an individual employee may vary from one village to another, but a function common to all positions is the responsibility for maintenance and repair of village streets. Additional responsibilities for the Village of Dundee include supervision of water and wastewater treatment systems and may include maintenance of parks, cemeteries and public buildings. Additional duties of the Village of Dresden involve participation in construction and maintenance of the town water distribution system and may include maintenance of parks, cemeteries and public buildings. The work is performed under administrative direction from the Village Board in accordance with established policies and procedures. Supervision is exercised over subordinate employees engaged in a variety of public works activities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only: Assignments vary according to individual Village)

Common to all Villages:

Plans, supervises and participates in the construction, extension and maintenance of village streets and roads;

Oversees the removal or trimming of trees in the village;

Directs and assists in the removal of snow and ice from village streets and roads;

Oversees and participates in the operation of various types of motor equipment such as trucks, rollers, snow plows, and grass cutting equipment;

May oversee the care and maintenance of village parks, playgrounds and cemeteries;

Makes recommendations to the Village Board regarding major projects and the need for materials, equipment and manpower;

Oversees the work of Contractors and recommends approval of payment ;

Oversees and participates in investigations of complaints that are received regarding any activities of the department;

Plans, oversees, and participates in the installation and maintenance of water mains meters, pipes, and other fixtures and equipment connected with the village water supply system

May oversee, plan, and participate in the construction, extension and maintenance of village storm drains, sanitary sewers and water lines;

Prepares a variety of records and reports.

Village of Dundee:

May oversee and supervise the operation and maintenance of a water treatment plant and/or wastewater treatment plant;

Village of Dresden:

May oversee and participates in the operation of a water treatment system, and chlorinate and maintain water system as per New York State Department of Health regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and related village public works activities; (Village of Dundee- good knowledge of the practices and equipment involved in the operation and maintenance of wastewater treatment and/or water treatment plant); (Dresden- good knowledge of a water distribution system); good knowledge of the maintenance and repair of motorized equipment; ability to plan and supervise the work of subordinates; ability to work from plans, specifications and blueprints; ability to understand and follow oral and written instructions; ability to work under adverse weather conditions; dependable; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school plus four (4) years of experience in the construction and maintenance of streets and related public works activities.

SPECIAL REQUIREMENTS:

Possession of an appropriate grade certificate for operation of water and/or wastewater treatment plant(s) or water distribution system(s) issued by the New York State Department of Health and/or New York State Department of Environmental Conservation, where such certificate is required.

Jurisdiction Class:	Non-Competitive
Civil Division:	Villages
Adoption by YCCSC:	
Revised:	10/5/1994
	7/1/1998
Revision by PO:	1/22/2013

