

DEPUTY SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Public Works this position oversees varied activities in the field of public works. In the village of Dundee the Deputy will be responsible for the supervision of the sewer and water employees as well as the street employees in the absence of the Superintendent. Will supervise and participate in the maintenance and repair of the existing sewer collection system and water distribution system. May maintain water department records and participate in the construction and repair of streets.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the maintenance and repair of existing sewer collection system;
 Supervises the maintenance and repair of water distribution systems;
 Supervises the construction and installation of extension of the water and sewer system;
 In the absence of the Superintendent of Public Works would oversee, direct and participate in general maintenance and repair of village streets;
 In the absence of the Superintendent of Public Works would oversee, direct and participate in the removal of snow and ice from village streets;
 May read, replace and repair water consumption meters;
 May maintain all water department records;
 May participate in custodial or grounds keeping duties.

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 water operations. Ability to plan and supervise the work of subordinates in the absence of the Superintendent of Public Works. Ability to understand and follow written and oral instructions. Ability to work under adverse weather conditions; dependable; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school and two years in the experience of construction and maintenance of streets and related public works activities.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Possession of the appropriate grade certificate for operation of water/wastewater treatment plants or water distribution system issued by the New York State Department of Health/or DEC at time of appointment. New York State Driver's License required. Class B CDL preferred.