

PUBLIC WORKS SUPERINTENDENT  
(under 5000 population)

DISTINGUISHING FEATURES OF THE CLASS: Supervises and participates in the public works activities of a village with a population less than 5000. Incumbents may be assigned responsibility for a variety of public works activities, including but not limited to one or more of the following: maintenance and construction of streets and roads, building maintenance, water treatment, water distribution, wastewater treatment, garbage collection, parks and cemetery care. This position differs from that of a public works superintendent in a village of 5000 or more in that the work performed is less complex with more of the difficult and technical work performed by contractors. The work is performed under the general administrative direction of the Village Board and/or Mayor. Direct supervision is exercised directly over public works employees or contractors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans work projects; Schedules work projects and makes work assignments; Observes work in progress and that which is completed, to ensure adherence to instructions, guidelines and schedules; Maintains records of work performed and materials and labor used; Prepares reports of public works activities as required; Participates in the performance of a variety of work.

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 public works activities; When assigned water treatment and/or distribution responsibilities, good knowledge of the principles, practices and equipment used in water treatment and/or water distribution; When assigned wastewater treatment responsibilities, good knowledge of the principles, practices and equipment used in the operation and maintenance of a wastewater treatment plant; Good knowledge of the maintenance and repair of equipment used in public works activities; Ability to work from plans, specifications and blueprints; Ability to plan and supervise the work of subordinates; Initiative; Resourcefulness; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (A) Experience with Construction and Operation in sewers, streets, bridges, water mains, pumping stations, treatment plants, or similar projects. AND (B) Possession of appropriate certificate for the operation of a water treatment and/or water distribution system, and/or wastewater treatment plant when assigned these responsibilities.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State Driver's license at time of application. Depending on village requirements may need a Valid Class B CDL Drivers License with Air Brakes at time of appointment and maintained during employment.

Adopted 9/26/86

Revised 3/3/97; 5/29/15; 11/15/17