

PUBLIC WORKS SUPERINTENDENT

(over 5000 population)

DISTINGUISHING FEATURES OF THE CLASS: Supervises and participates in the public works activities of a village with a population of 5000 or more. 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. Incumbents assigned wastewater or water treatment or distribution responsibilities may supervise a qualified and licensed operator, or the incumbent may be required to be a qualified licensed operator responsible for day-to day operations. This position differs from that of a public works superintendent in a village of less than 5000 in that the work performed is more complex with less 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: Either:

- A. One year of experience in the construction of roads and streets; OR
- B. Two years of experience in the operation of heavy equipment; OR
- C. Any equivalent and/or training sufficient to indicate the ability to perform the duties of the position.

SPECIAL REQUIREMENTS: Possess of appropriate certificate for the operation of a water treatment and/or water distribution system, and/or wastewater treatment plant when assigned these responsibilities.

Adopted 9/26/86

Revised 3/3/97