

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS

GENERAL STATEMENT OF DUTIES: Assists in supervising the activities of the Public Works Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for assisting the Superintendent of Public Works in planning and directing the activities of a public works department. Supervision is exercised over the personnel engaged in street maintenance, refuse collections, sewer maintenance and other activities assigned to a Public Works Department.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision of the maintenance, construction and/or repair to streets, sewer systems, parks, municipal buildings, snow removal, refuse collections, and the use and care of the equipment used in these activities;

Assists in supervising the operation and maintenance of various types of automotive equipment, such as trucks, rollers, sweepers, and snowplows;

Assists in the supervision of installation and maintenance of water mains, meters, and plant, where the water works is part of public works department;

Assists in the inspection of streets, parks, structures and equipment and makes recommendations as to necessary repair or maintenance;

Makes assignments and inspects the work of subordinates involved in public works activities;

Organizes and assigns public works employees in the event of emergencies such as storms, water or sewer breaks, etc.;

Investigates complaints regarding departmental activities;

Prepares time sheets, reports, and other matters;

Acts for the Superintendent in his/her absence;

May use computer applications such as spreadsheets, word processing, e-mail, calendar and database software in the performance of work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices, tools, equipment and terminology used in maintenance and repair of streets, parks, sewers and municipal structures; good knowledge of the use of automotive equipment used in a public works department; basic knowledge of the principles underlying the management of a municipal department of public works; ability to plan, layout and supervise the work of others; ability to effectively use computer applications; administrative ability; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of high school equivalency diploma and either: (a) five (5) years of experience in public works, construction, and/or maintenance work including or supplemented by two (2) years of supervisory experience; or (b) graduation from a recognized two year post high school course in construction or mechanical technology, civil technology or closely related field and three (3) years of experience as stated in (a), including or supplemented by two (2) years of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.