

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS

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 personnel engaged in street maintenance, refuse collections, park maintenance and other activities assigned to a Public Works Department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Superintendent of Public Works by directly supervising the maintenance, construction and/or repair to streets, parks, sanitary and storm drainage infrastructure, municipal buildings, snow removal, refuse collections, and the use and care of the equipment used in these and other public works activities;

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

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

Assists the Superintendent of Public Works in providing figures, estimates and proposals in preparation and administration of the operating budget for the department and other annual reporting responsibilities;

Assists the Superintendent of Public Works with the preparation of bid specifications, contract documents and cost estimates for public works activities;

Assists the Superintendent of Public Works with the purchase of all equipment and tools for the department;

Prepares various reports on public works activities as requested by and for use of the Superintendent of Public Works;

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

Investigates complaints from residents and others regarding departmental activities and responds accordingly, both verbally and in writing;

Assists the Superintendent of Public Works to train, evaluate and monitor the work performance of subordinates;

Reviews, establishes, initiates, monitors and maintains records of safety and training requirements and procedures for personnel and equipment;

Prepares time sheets, reports, and other matters;

May create purchase orders and initiate payment for all public works contracts and purchases within the department;

Acts on behalf of the Superintendent in his/her absence;

Uses 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 use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; 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 a high school equivalency diploma and either: (a) six (6) years of experience in public works construction and/or maintenance work, one (1) year of which must have been in a supervisory capacity; or (b) an Associate's Degree* in Civil Technology, Mechanical Technology or a closely related field and three (3) years of experience as stated in (a), including the one (1) year in a supervisory capacity; or (c) a Bachelor's Degree* in Civil Engineering, Architecture or a closely related field and one (1) year of experience in public works construction and/or maintenance work in a supervisory capacity.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.