

## SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: Working under the general policies set by the Municipal Board or Manager, the incumbent of this position is responsible for planning and directing the activities of the Public Works Department in a municipality. The major areas of responsibility include the maintenance, construction and repairs to streets, catch basins, curbs, culverts, storm drains, parks, and municipal buildings and structures, snow removal, refuse collection, recycling and the use and care of equipment related thereto. This is an important administrative position within the municipality. General and/or direct supervision is exercised over foreman and crews assigned to the various activities of the department. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Lays out and schedules the work and assigns personnel to their tasks and transfers men from one crew to another, as required;

Supervises the maintenance, construction and repair of streets, catch basins, curbs, culverts and storm drains, park areas and playgrounds;

Supervises the maintenance and repair of municipal buildings and structures;

Supervises the cleaning and maintaining of a sanitary sewer system;

Supervises street cleaning, snow removal, refuse collection and the operation of an incinerator;

Supervises tree trimming and planting on municipal properties;

Issues permits for street openings, and sidewalk, curb and gutter construction to private contractors;

Supervises the operation and maintenance of various types of motorized equipment such as trucks, rollers, snow plows and bulldozers;

Estimates requirements for and purchases tools, supplies and equipment;

Coordinates the activities of the department with the work of other municipal departments and other agencies;

Employs personnel required for departmental work;

Makes regular inspection of streets, parks, structures and equipment under his supervision and makes recommendations as to necessary construction, repairs, and/or replacement of such facilities;

Prepares plans and specifications for public works facilities, as assigned;

Prepares departmental budget and maintains control over expenditures;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Attends Board/Council meetings;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices, procedures, tools, equipment and terminology used in maintenance and repair of streets, parks and municipal structures; good knowledge of the principles of organization and management; good knowledge of administrative practices and techniques; ability to read, interpret and draw rough plans, specifications and sketches; ability to plan, lay out and supervise the work of others; ability to communicate effectively both orally and in writing; ability to secure the cooperation of others; ability to establish and maintain cooperative relationships with municipal officials and administrators, building contractors, architects, engineers and the general public; ability to keep records and make reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; initiative; resourcefulness; conscientiousness; good judgment; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in public works construction and/or maintenance work, two (2) years 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 four (4) years of work experience as described in (a), including the two (2) years in a supervisory capacity; or (c) a Bachelor's Degree\* in Civil Engineering, Architecture or a closely related field and two (2) years 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.

Towns & Villages  
Cities of Rye and Peekskill  
J. C.: Competitive  
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Job Class Code: 0352