

PUBLIC WORKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing the maintenance and extension of streets and roads in a village. The Superintendent in some villages may have additional responsibilities for the collection and disposal of refuse and/or water treatment and distribution, wastewater collection and treatment, or other municipal services. Duties are performed under the general direction of the village board with leeway allowed for the use of independent judgement in carrying out department activities. General supervision is exercised over subordinate department personnel. A Public Works Superintendent does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and assigns personnel to various streets maintenance projects;
- Inspects work in progress;
- Supervises the preparation of equipment for winter snow and ice control;
- Calls out crews for snow and ice removal;
- Schedules spring street cleaning;
- Oversees collection and disposal of refuse;
- Maintains employee time records;
- Writes specifications for purchase of automotive equipment;
- Prepares department budget for submission to village board;
- Submits annual report of department activities;
- Operates motor equipment when necessary;
- May supervise and participate in the maintenance and operation of a municipal water or sewage treatment plant and distribution system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the equipment, materials, and techniques of streets and sidewalk construction and maintenance; thorough knowledge of winter snow and ice removal procedures; thorough knowledge of the principles and practices of water and/or sewage treatment plant operation in villages where the facilities exist; thorough knowledge of refuse collection and disposal practices (where applicable); ability to plan and supervise the work of others; ability to interpret plans and specifications; ability to maintain employee time and purchasing records; ability to operator motor equipment; ability to explain department activities to the public; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Four years of experience participating in public works construction or maintenance activities.

SPECIAL REQUIREMENT: Possession of an appropriate New York State driver's license at time of appointment. Incumbents may be required, after appointment, to obtain an operating certificate from the New York State Health Department or Department of Environmental Conservation if responsible for the operation of water or sewage treatment plant.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION