

STREETS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing the maintenance of streets, water system and the collection and disposal of refuse in a village. Duties are performed under general direction of the Mayor and Village Trustees with leeway allowed for the use of independent judgment in carrying out streets department activities. General supervision is exercised over subordinate department personnel. A Streets 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;
- Assists with street and water jobs;
- May operate motor equipment.

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; 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 operate motor equipment; ability to explain department activities to the public; physical condition sufficient to perform the essential functions of the position.

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

SPECIAL REQUIREMENTS:

Possession and maintenance of a Class B New York State driver's license.

In jurisdictions where required must become water plant operator certified by the NYS Department of Health within one year of appointment. This certification must be at or above the minimum level necessary as prescribed by law (as described in 10NYCRR Subpart 5-4 – *Classification and Certification of Community and Nontransient Noncommunity Water System Operators*). Specifically, Water Treatment Plant Operators (Towns & Villages) at IA, IIA, IB, IIB, C, and D plants must be minimally certified at the IA, IIA, IB, IIB, C, and D levels respectively. This certification, which must be renewed every three years, must be maintained throughout the course of employment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 11/21/2013