

Jurisdictional Class: Competitive; Non-Competitive in Villages  
Adopted: May 4, 2000 (Village); November 28, 2000 (City)  
Revised: January 9, 2018

**SUPERINTENDENT OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important administrative work involving responsibility for planning and directing public works maintenance activities. Work is performed under the general direction of the Mayor and Common Council or village board in accordance with established policies and procedures with considerable leeway allowed for the use of independent judgment in planning and carrying out details of the work. Supervision is exercised over all subordinate public works employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Plans and directs the maintenance, repair, and occasional new construction of streets, curbs, sidewalks, parking areas, parks, and recreation areas;
- Plans and directs the construction, maintenance, alteration and repair of municipal storm, water distribution and sewer systems;
- Plans and directs snow removal and ice control activities on streets, sidewalks, and parking areas;
- Plans, assigns, and reviews the work of all subordinate employees;
- May direct and participate in the purchasing of all department materials, supplies, and equipment, or be responsible for the review of requisitions and requests for the purchasing of all department materials, supplies, and equipment;
- Prepares plans, specifications, and estimates for purchases, new construction projects, and for work that is contracted out;
- May be responsible for planning and supervising the use of motor equipment used for department activities;
- Instructs and supervises the work of clerical personnel with regard to department procedures, rules, and regulations;
- Confers with the Mayor and Common Council or board in making out long term department plans for the anticipated construction of water and sewer systems;
- Meets and works with the board, executive officials, individuals and groups to receive complaints and explain department activities;
- Inspects work in progress and the work of outside contractors to determine adherence to proper procedures, plans, and specifications;
- Confers with a variety of federal, state, and county health officials regarding the level of service needed by the community;
- Defines department policy regarding public work activities;
- Interviews prospective employees adhering to personnel standards previously established;
- Prepares a variety of oral and written reports and prepares or assists in the preparation of the departmental budget;
- May be required to supervise and participate in the operation and maintenance of a light distribution system.

## Superintendent of Public Works

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of street, water and sewer construction, repair, and maintenance practices;  
Thorough knowledge of the practices, tools, terminology, and equipment used in general public works activities;  
Thorough knowledge of the geography of the area including the location of streets, sidewalks, storm, and sanitary sewers;  
Good knowledge of the principles and practices involved in the administration of public works activities;  
Working knowledge of civil engineering principles;  
Working knowledge of purchasing procedures as applied to public works equipment and supplies;  
Ability to understand and work from plans, specifications, and blueprints;  
Ability to plan and direct the work of others;  
Ability to effectively explain a public works program to the public and to maintain good relations with various interested groups and individuals;  
Ability to prepare reports;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and four (4) years of experience in public works construction, maintenance, and repair activities; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and six (6) years of experience as outlined in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**MINIMUM QUALIFICATIONS FOR VILLAGES:** Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in public works construction, maintenance, and repair activities; or an equivalent combination of experience and training.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS FOR VILLAGES:** If responsibilities include operation of a plant, applicant must be eligible to meet requirements of appropriate plant operator's certification. Possession of the certification will be necessary to retain permanent appointment.