

## **PUBLIC WORKS SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for planning, directing and supervising routine construction, installation, maintenance, repair and cleaning operations of either the Water Transmission and Distribution Division or the Sewer Maintenance Division within the Department of Public Works. As Public Works Supervisor within the Water Transmission and Distribution Division, an incumbent also plans and directs the operation of the city's hydroelectric plants and pumping stations. An incumbent also may plan, direct and supervise work in one or more of the Department's other divisions. The work is performed as prescribed in Federal, State and local laws and regulations. The work also is performed under the general supervision of the Superintendent of Public Works with considerable freedom allowed to exercise independent judgement in carrying out the work. An incumbent exercises direct supervision over Forepersons and other subordinate personnel involved with public works operations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, schedules and directs the construction, installation, maintenance, repair and cleaning of water and sewer mains and pump stations;

Plans and directs the work of the city's hydro-electric plants including control of lake elevation and assigns, directs and controls the work of personnel assigned to the hydro-electric plants;

Schedules, assigns, directs and controls the work of personnel assigned to one or more divisions within the Department of Public Works;

Plans and directs the use of motor equipment for public works operations within the water transmission and distribution or sewer maintenance divisions;

Investigates, researches and reviews contracts, drawings, and deed searches and makes recommendation for approval or disapproval to the Superintendent of Public Works;

Inspects work contracted-out by the Public Works Department for timeliness and completeness;

Keeps work records including recurring problems to establish best practices and schedule maintenance and repair activities;

Prepares an annual work report utilizing a personal computer;

### **PUBLIC WORKS SUPERVISOR** – contd.

Meets with the public either individually or in groups to discuss complaints and arrive at solutions regarding public works projects and operations;

Prepares and files reports to Federal, State and local governmental agencies as required including the U.S. Army Corps of Engineers and the NYS Department of Environmental Conservation;

Researches, prepares and presents materials and equipment cost projections to the Superintendent of Public Works for potential inclusion in the department's annual budget;

Reports both orally and in writing to the Superintendent of Public Works regarding the progress of public works projects and activities;

Recommends capital improvement projects to the Superintendent of Public Works;

Plans and directs the use of motor equipment for public works operations within other divisions of the Public Works Department when assigned;

Performs hands-on construction, installation, maintenance, repair and cleaning work as necessary including locating of underground mains and leak detection;

Directs the city's street cleaning operations when assigned;

Directs the city's grass cutting and tree trimming operations;

Directs the city's snow removal, sanding and salting operations;

Directs the installation and maintenance of traffic control devices including signs and painted street and crosswalk markings when assigned.

### **FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND**

#### **PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of water transmission and distribution system and sewer system construction, installation, maintenance, repair and cleaning;

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Thorough knowledge of materials and equipment used in the construction, installation, maintenance, repair and cleaning of water transmission and distribution systems and sewer systems;

Thorough knowledge of Federal, State and local laws and regulations applicable to water transmission and distribution systems and sewer systems;

Good knowledge of modern principles and practices of supervision;

Good knowledge of Federal, State and local laws and regulations applicable to streets and parks construction, installation, maintenance, repair, cleaning and upkeep;

Good knowledge of the principles and practices of street and parks construction, installation, maintenance, repair and cleaning and upkeep;

Good knowledge of materials and equipment used in streets and parks construction, installation, maintenance, repair and cleaning and upkeep;

Working knowledge of materials and equipment cost estimation;

Working knowledge of planning capital improvement projects;

Working knowledge of educating and interacting with the public;

Working knowledge of office record keeping;

Ability to plan and supervise the work of others;

Ability to read and work from blueprints, plans and technical drawings;

Ability to follow complex oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to operate an alpha-numeric keyboard;

Ability to form and maintain effective working relationships with others.

**MINIMUM QUALIFICATIONS:** Either:

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- (a) Graduation from a regionally accredited NYS college or university with an Associate's degree in Construction Technology, Engineering Technology or a closely related field and three (3) years of experience in the construction, installation, maintenance, repair and cleaning of either water transmission and distribution systems or sewer systems; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as stated in (a); or
- (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: A certificate in construction from a Construction Certificate Program conducted by a regionally accredited NYS college or university may be substituted for up to one year of the education requirement stated in (a).

**Additional Requirements:**

Possession of a Grade D Water Distribution System Operations Certificate within 12 months from the date of appointment.