

SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for administration of the Department of Public Works including planning, resource allocation, program evaluation, policy formation and budgeting. An incumbent plans, directs and controls the construction, installation, maintenance, repair and cleaning operations of the Streets and Parks Divisions within the Department, and plans, directs and controls the fleet maintenance operations within the Department of Public Works Garage. The work is performed as prescribed in Federal, State and local laws and regulations. The work also is performed under the general direction of the City Manager with considerable freedom allowed for the use of independent judgment in carrying out the work. An incumbent exercises direct supervision over Public Works Supervisors within the Department's Water Transmission and Distribution Division and the Sewer Maintenance Division, as well as the Recreation Supervisor within the Department's Parks Division, and indirect supervision over Forepersons and other subordinate Department of Public Works personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, directs and supervises all operations and maintenance of all the divisions within the Department of Public Works either directly or through the supervision of Public Works Supervisors and the Recreation Supervisor;

Plans, directs and controls the fleet maintenance operations within the Department of Public Works Garage.

Plans, directs, controls and reviews the work of Public Works Supervisors and the Recreation Supervisor;

Meets regularly with Public Works Supervisors to monitor their planning and scheduling of construction, installation, maintenance, repair and cleaning of water and sewer mains and pump stations as well as the work of the city's hydro-electric plants including control of lake elevation;

Meets regularly with the Recreation Supervisor to monitor the activities of the Parks Division;

Plans, directs and controls and reviews the work of clerical personnel at the Public Works Garage;

Prepares and administers the Department of Public Works budget;

SUPERINTENDENT OF PUBLIC WORKS – contd.

- Approves all requisitions for materials and equipment used in public works operations;
- Plans and directs the routine construction, installation, maintenance, repair and cleaning of the city's streets and parks, or delegates same in part or total to a Public Works Supervisor;
- Plans and directs the construction, installation and maintenance of traffic control devices including signs and painted street and crosswalk markings, or delegates same in part or total to a Public Works Supervisor;
- Plans and directs the city's grass cutting and tree trimming operations, or delegates same in part or total to a Public Works Supervisor;
- Plans and directs the city's snow removal, sanding and salting operations, or delegates same in part or total to a Public Works Supervisor;
- Meets regularly with the City Manger, City Council and Corporation Council to advise and/or report on public works projects and plan department programs;
- Prepares and submits reports as required by Federal, State and local laws and regulations;
- Evaluates the Department's staffing needs and Interviews and recommends appointment of prospective employees to the City Manger;
- Evaluates and/or reviews work performance evaluations on all Department employees;
- Recommends policy and procedures changes to the City Manger for approval;
- Meets with the public either individually or in groups to discuss public works concerns and/or projects;
- Maintains a variety of records and creates a variety of written reports utilizing a personal computer;
- Provides City Manger with public works related information during contract negotiations.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS:

SUPERINTENDENT OF PUBLIC WORKS – contd.

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

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

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

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 all city public works operations;

Thorough knowledge of modern principles and practices of supervision;

Thorough knowledge of the principles and practices of budget preparation and administration including the city's budget process;

Good knowledge of materials and equipment cost estimation;

Good knowledge of planning capital improvement projects;

Good knowledge of educating and interacting with the public;

Good knowledge of office record keeping;

Working knowledge of contract negotiations;

Ability to supervise the work of others;

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

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.

SUPERINTENDENT OF PUBLIC WORKS – contd.**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited NYS college or university with a Bachelor's degree in Civil Engineering and five (5) years of experience in the construction, installation, maintenance, repairing and cleaning of either streets and parks or water transmission and distribution systems or sewer systems, two (2) years of which involved planning, directing and controlling the work of subordinate employees; or
- (b) Graduation from a regionally accredited NYS college or university with a Associate's degree in Construction Technology, Engineering Technology or closely related field and seven (7) years of experience as stated in (A), two (2) years of which involved planning, directing and controlling the work of subordinate employees; or
- (c) Graduation from high school or possession of a high school equivalency diploma and nine (9) years experience as stated in A, two (2) years of which involved planning, directing and controlling the work of subordinate employees; or
- (d) An equivalent combination of education and experience as defined by the limits of (a) and (b).