

Assistant Superintendent of Public Works (Various Towns and Villages) Tompkins County

Department: Various Towns and Villages

Classification: Competitive

Approved: 0

Revised: 4/82; 5/91; 2/93; 2/07; 12/11; 5/13

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND EITHER:**

(a) One year of experience as a Working Supervisor, Highway Superintendent, Deputy Highway Superintendent, Superintendent of Public Works, Assistant Superintendent of Public Works or any other similar supervisory position in a municipal public works department; **OR**

(b) Two years of experience as a water or sewer treatment plant operator, laborer, motor equipment operator, heavy equipment operator, carpenter, electrician, maintenance worker, , or other similar construction position; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

SPECIAL REQUIREMENTS:

(1)The candidate must possess a New York State CDL - B operators (drivers) license at time of appointment and maintain such license for the duration of employment.

(2)If required to operate a water or sewage treatment plant, the employee must obtain the appropriate operator's certification within a reasonable period as defined by the Town or Village.

DISTINGUISHING FEATURES OF THE CLASS:

The Assistant Superintendent of Public Works is responsible for assisting the Public Works Superintendent with the following municipal services and activities, water distribution, storm and sanitary sewer maintenance, refuse collection, parks & trails, dams & streams, buildings & grounds, cemeteries. The Assistant Superintendent is also responsible to assist in the preparation of specifications for contracted services, purchase of equipment, construction materials, and supplies. The Assistant Superintendent is also responsible for supervision of all department personnel and activities in the absence of, or directed by the Superintendent.

The duties of this position are performed under the general supervision of the supervision of the Superintendent of Public Works. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Supervises the construction, maintenance and repair of town or village sewer and water lines;

May supervise the operation and maintenance of the water treatment plant and/or the sewage treatment plant in the event of the absence of the Superintendent of Public Works, Plant Manager or support staff;

Assists in the construction, maintenance and repair of town or village roads, streets and sidewalks, including snow and ice removal when needed;

Assists in the collection and disposal of yard wastes and other miscellaneous items during regularly scheduled pick-ups by the Department of Public Works;

Assists in the oversight of the maintenance of town or village owned properties and equipment;

Assists with the care and maintenance of parks & trails, playground, dam & streams, and cemeteries;

Assists in the oversight of community beautification projects and protection and the environment in compliance with the Town or Village Board's instructions and the law;

Assists the activities and performance of all public works employees;

May assist in the preparation of reports, and/or applications for permits as requested or required by the Town or Village Board and various State agencies, such as DEC, Department of Health, and Highway Department;

May maintain records of department activities and prepare reports;
May respond and maintain records of utility “mark outs” as required by Dig Safely New York.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers, parks & trails, buildings & grounds, and related public works;

Working knowledge of the principles and procedures involved in the operation of a public works Department;

Working knowledge of the principles, practices and equipment used in the extension and maintenance of a municipal water distribution system;

Working knowledge of the principles, practices and equipment used in the operation of water and waste water treatment plants;

Working knowledge of the preparations of specifications for contracted services and purchases and maintenance of equipment;

Ability to coordinate and supervise the work of subordinates as well as work along with employees and deal with the public;

Ability to work from plans, specifications and blueprints;

Resourcefulness, initiative and good judgment are required traits.

The candidate's physical condition shall be commensurate with the demands of the position.

Originally created 5-15-86

A18.doc