

# **PUBLIC WORKS SUPERINTENDENT**

## **Tompkins County**

**Classification:** Competitive

**Labor Grade:** 0

**Approved:** 0

### **Minimum Qualifications:**

Five years of progressively responsible experience in public works activities at least one of which shall have been in a responsible supervisory capacity and graduation from a senior high school.

**NOTE:** If responsible for Type B water treatment plant operation, must have appropriate class III operator's license.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

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

Is responsible for public works activities in a village. This is a broad classification covering employees in several villages. The common function of all employees in this class is the responsibility for construction, maintenance and extension of streets and roads. In addition, a Public Works Superintendent in a specific village is responsible for one or more of the following municipal services or activities; water treatment, sewage treatment, water distribution, storm and sanitary sewer maintenance, garbage collection, parks. Work is performed under the general direction of the Mayor and Village Board. Supervision is exercised over the work of all employees of the department. The incumbent will perform all related duties as required.

### **EXAMPLES OF WORK:** (Illustrative only)

- Plans and supervises the construction, extension, repair and maintenance of streets and roads;
- May supervise the operation and maintenance of a water treatment plant and/or a sewage treatment plant;
- Supervises the maintenance and extension of storm and sanitary sewers and water lines;
- Directs the collection and disposal of garbage;
- Directs the removal of snow and ice from streets and roads;
- Supervises the care and maintenance of parks, playgrounds and cemeteries;
- Makes recommendations to the village board regarding major projects and need for material, equipment and manpower;
- Keeps records of department activities and prepares reports.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and related public works activities;
- Good knowledge of the principles and procedures involved in the operation of a public works department;
- Good knowledge of the principles, practices and equipment involved in the extension and maintenance of a municipal water distribution system;
- Ability to coordinate and supervise the work of subordinates;
- Ability to work from plans, specifications and blueprints;
- Resourcefulness;
- Initiative;
- Good judgment;
- Good physical condition.