

PUBLIC WORKS AIDE

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

(a) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in the Public Works field and two years with administrative responsibilities.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position serves primarily in an advisory capacity to the Superintendent of Public Works or to the Board of Trustees. Advises, and otherwise assists, the Superintendent of Public Works or the Board of Trustees in many aspects of the Department of Public Works. Performs work under the general direction of the Superintendent of Public Works and the Mayor. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Advises, and otherwise assists, the Superintendent of Public Works or the Board of Trustees in the planning and construction, repair and maintenance of all Village streets and roads;
- Advises, and otherwise assists, the Superintendent of Public Works or the Board of Trustees in the operation of all Village water and sewer treatment facilities;
- Advises, and otherwise assists, the Superintendent of Public Works or the Board of Trustees in the repair and maintenance of all Village parks, playgrounds and cemeteries;
- Advises, and otherwise assists, the Superintendent or the Board of Trustees in the development of the annual budget for the Department of Public Works; Advises, and otherwise assists, the Superintendent of Public Works or the Board of Trustees in the development of both long and short range goals and plans;
- Performs other duties as assigned by the Superintendent of Public Works or the Board of Trustees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewer and related public works activities;
- Good knowledge of the principles and procedures involved in the operation of a public works department;
- Ability to coordinate and supervise the work of subordinates;
- Ability to work from plans, specifications and blueprints;
- Must be resourceful, possess initiative and good judgment;