

Assistant Superintendent of Public Works (Village of Cayuga Heights) Tompkins County

Department: Village of Cayuga Heights
Classification: Competitive
Approved: Board Action 07/06
Revised: 05/13; 6/15; 7/16
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Engineering, Construction Technology or a related field **AND** two years of experience in the construction and operation of public works, such as streets, water/sewer mains, or similar projects, one year of which must have been in an administrative or supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Construction Technology or a related field **AND** four years of experience in the construction and operation of public works, such as streets, water/sewer mains, or similar projects, two years of which must have been in an administrative or supervisory capacity; **OR**

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

SPECIAL REQUIREMENT:

The candidate must possess a valid NYS Class D Driver's license at the time of application and maintain such license for the duration of employment. A commercial NYS Class B Driver's license is preferred; a qualified candidate would be required to acquire a Class B license within 6 months of appointment and then maintain such license for the duration of employment.

The candidate must have NYS Code Enforcement Certification or obtain one with 24 months of employment and maintain this certification for the duration of employment. Significant progress in the certification process is required during the 12 month probationary period.

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

TYPICAL WORK ACTIVITIES:

- Responsible for the overall scheduling of the staff, and performance evaluation; Develops schedules of activities for optimum use of manpower and equipment;
- Plans, schedules and directs the snow and ice control program;
- Plans, schedules and directs the collection of refuse, garbage, and recyclable materials;
- Plans, schedules and directs the installation, repair and maintenance of streets, street lighting, curbs, storm sewers, creeks and drains, traffic control signs and markings, parks and other grounds, maintenance of municipal buildings and other municipal improvements;
- Administers and enforces compliance with labor contract;
- Prepares annual budget, approves procurement of materials/equipment and payment of vouchers;
- Investigates public complaints;
- Attends various meetings to assist in the formulation of policy relating to public works activities;
- Supervises DPW safety program;
- Plans and estimates costs of construction projects;
- Prepares reports of activities;
- May act for and in place of the Superintendent of Public Works as assigned;
- Conducts code inspections as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, techniques, tools, equipment, materials, terminology and safety precautions of utility and road maintenance and repair; Thorough knowledge of the practices, tools, equipment and terminology of

refuse collection and disposal, park maintenance, street cleaning, snow removal, ice control, street lighting and relating public works activities;

- Good knowledge of federal, state and local laws and regulations relating to public works activities;
- Good knowledge of the principles and practices of public works administration, labor relations and union contracts;
- Ability to understand and carry out complex administrative and technical oral and written instructions including use of appropriate computer software, especially GIS software;
- Ability to understand, administer, and assist in the enforcement of federal, state and local codes and standards;
- Ability to train and direct subordinates;
- Demonstrated leadership abilities, including ability to get along well with, and to secure the cooperation of others;
- Sound judgment, initiative, resourcefulness, integrity, dependability, tact and meaningful responses to emergency situations is required;
- The employee's physical and mental condition shall be commensurate with the demands of this position, either with or without reasonable accommodations.

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