

SUPERINTENDENT OF PUBLIC WORKS (LANSING)

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in Civil Technology, Engineering or a related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in public works, water and sewer systems, or roads. **OR**

(b) Four year's experience working in Municipal Public Works. This experience in Municipal Public Works may be substituted for a two-year degree.

SPECIAL REQUIREMENT: Possession and maintenance of a Class III New York State Drivers License is required for this position.

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

DISTINGUISHING FEATURES OF THE CLASS:

The Superintendent of Public Works is responsible for all public works activities of the Village. All work shall be performed by the incumbent, or a designated subordinate, under the general supervision of the Mayor of Lansing. This position requires the exercise of independent judgement in planning, work methods, and cooperation with other agencies so as to maximize efficiency and productivity in the DPW and other activities. Supervision may be exercised over Working Foremen, Laborers, and Subcontractors as the situation requires. Does all related work as required.

TYPICAL WORK ACTIVITIES:

- Monitors the work of subcontractors for conformance with Village contracts (sewer, snowplowing, road maintenance, etc.);
- Seeks, identifies and remedies deficiencies in Village infrastructure buildings and grounds, water and sewer systems, road and drainage systems, lighting systems, parks and equipment, and signage;
- Documents deficiencies in a logical and retrievable method that allows for the timely notification of other agencies (e.g., Village of Lansing Engineer, Bolton Point, etc.);
- Makes recommendations to the Board of Trustees;
- Keeps records, reports, schedules and budgets activities as necessary to provide for the legal, fiscal, personnel, engineering and forecasting needs of the Village;
- Works with other departments and agencies in an effective manner;
- Supervises other full and part-time employees in the Public Works Department in the performance of their duties.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- General knowledge of civil and environmental engineering principles and practices;
- Knowledge of maintenance and construction of Village infrastructure and related machinery;
- Working knowledge of the preparations of specifications for contracted services and purchases of equipment;
- Good math skills;
- Ability to provide records and reports;
- Ability to work well with others;
- Willingness to work overtime;
- Willingness to work in adverse conditions;
- Physical condition commensurate with the demands of the position.