

**SUPERINTENDENT OF PUBLIC WORKS  
(TOWN OF CHENANGO)**

**DISTINGUISHING FEATURES OF THE CLASS:** The Superintendent of Public Works in the Town of Chenango is responsible for supervising the following activities: water treatment and distribution, wastewater treatment and disposal, sanitary sewer construction, maintenance and repair, and park, playground and cemetery maintenance and repair. Responsibility for the supervision of the streets and highway department, refuse, or code enforcement is not a function of this position. The work is performed under the general direction of the Town Supervisor. Supervision is exercised over all municipal employees engaged in Parks, Water, Wastewater, Sewer and Cemetery public works activities. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises and may participate in the construction, repair and maintenance of water lines;

Supervises and may participate in the construction, repair and maintenance of storm and sanitary sewers;

Supervises and may participate in the maintenance of parks, playgrounds and cemeteries;

Makes recommendations regarding the yearly budget including major projects and the need for materials, equipment and manpower;

Communicates with Wastewater Treatment Plant Operator(s) regarding daily operations and work scheduling;

Maintains records on public works activities;

Oversees staff training and development;

Disciplines employees and responds to and resolves complaints;

Informs property owners of municipal construction projects;

May operate tractor, bulldozer, backhoe and related equipment;

Provides general work assignments and direction to work crews;

Conducts meetings as necessary to discuss problems, issues and updates;

Enforces safe work practices and proper procedures with work crews;

Prepares and maintains a variety of reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principals, practices and equipment used in the construction, maintenance and repair of town parks, playgrounds and cemeteries;

Thorough knowledge of the principals, practices and equipment used in the construction, maintenance and repair of storm and sanitary sewers;  
Thorough knowledge of the principals, practices and equipment used in the operation and maintenance of a wastewater treatment plant;  
Working knowledge of and familiarity with FEMA programs, policies and procedures;  
Ability to plan and supervise the work of others;  
Ability to communicate effectively, both orally and in writing;  
Ability to understand and carry out complex both written and oral instructions;  
Ability to work from plans, specifications and blueprints;  
Ability to keep various records, prepare reports and make budget recommendations;  
Willingness to respond to emergencies and work overtime;  
Willingness to work in adverse weather conditions;  
Initiative and resourcefulness;  
Manual dexterity;  
Good judgment;  
Tact.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and six years of experience in construction including the operation of heavy equipment, two years of which must have included supervisory responsibility.

SPECIAL REQUIREMENT: Possession of the appropriate level Commercial Driver's License (CDL) within the probationary period. CDL License must be maintained throughout employment in this title.

NOTE: Incumbents in this position may be required to work/be on call/respond to emergencies on evenings, weekends and holidays.