

SUPERVISOR OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This works involves responsibility for the planning and supervision of some or all of the following Public Works activities: road construction and maintenance, water or sewer system maintenance, park maintenance, municipal construction projects, and/or refuse collection. The incumbent is responsible for overseeing that the Public Works employees are performing duties in an efficient manner and in accordance with assigned instructions. The position may involve participating in work activities and directing the work crews accordingly. The work is performed under the direct supervision of a higher level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the construction, maintenance and repair of roads, streets and sidewalks;
Supervises the construction, maintenance and repair of water lines, storm sewers and sanitary sewers;
Supervises maintenance and repair of municipal parks, equipment, facilities and buildings;
Supervises and inspects all phases of construction projects in the municipality;
Supervises the collection and disposal of refuse and recyclables;
Supervises snow removal, sanding and ice control activities;
Supervises the removal or trimming of trees in the municipality;
Supervises the operation of tractors, bulldozers, backhoes and related equipment;
Inspects work carried out by assigned staff;
Instructs employees in the safe and proper use of tools and equipment associated with public works maintenance;
Requisitions materials, equipment and services needed for carrying out assignments of public works;
Schedules and assigns work assignments within public works;
Informs property owners of municipal construction projects;
Prepares and maintains a variety of records and reports regarding the activities of the Public Works division.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices methods, materials, tools, equipment and terminology used in a variety of

Public Works activities, including but not limited to the construction, maintenance and/or repair of streets, water lines, storm and sanitary sewers, parks, grounds and buildings;

Good knowledge of the safe and proper procedures used in the collection of refuse and recyclables;

Good knowledge of the occupational, environmental, public, traffic control and work zone safety practices;

Good knowledge of the principles and practices of construction;

Working knowledge of the municipality geography;

Ability to operate various types of motor vehicles;

Ability to communicate effectively both orally and in writing;

Ability to supervise and direct the work of others;

Ability to understand and carryout complex instructions both orally and in writing;

Ability to prepare a variety of records and reports;

Willingness to work in adverse weather conditions;

Willingness to respond to emergencies and work overtime;

Initiative and resourcefulness;

Dependability;

Manual dexterity;

Good judgment;

Tact.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Parks or Recreation Management, Civil Engineering, or closely related field and either:
- 1) Four years experience in maintaining recreation facilities, grounds and equipment, one year of which must have included supervisory responsibilities; OR
 - 2) Four years experience in the construction and or maintenance of streets including such areas as drainage, earthwork, paving, surface treatment, and shoulder stabilization, one year of which must have included supervisory responsibilities; OR
 - 3) Four years experience in the maintenance and repair of water and/or sewer systems, one year of which must have included supervisory responsibilities; OR
 - 4) Four years experience in the collection of refuse and recyclables, one year of which must have included supervisory responsibilities; OR

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- 5) Four years experience in the construction and inspection of buildings, one year of which must have included supervisory responsibilities; OR
 - 6) An equivalent combination between the limits of 1), 2), 3), 4) and 5) above; OR
- B) Graduation from high school or possession of a high school equivalency diploma and six years experience as stated in A) above; OR
- C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:

Possession of the appropriate level commercial Driver's License (CDL).

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