

ASSISTANT PUBLIC WORKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists the Public Works Superintendent in directing the activities of a Village Public Works Department. The work is performed under general supervision of the Public Works Superintendent and the Village Board. Supervision is exercised over all department staff including laborers, equipment operators and water or sewage treatment plant operators. In addition to performing supervisory and administrative tasks, the incumbent directly participates in construction or repair work as needed. In the absence of the Public Works Superintendent, the incumbent assumes his duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Superintendent in planning and supervising construction, extension and maintenance of streets and roads;

Assists the Superintendent in supervising the operation and maintenance of a water treatment plant and a sewage treatment plant;

Supervises and participates in the repair and extension of storm, sanitary sewer and water lines;

Assists the Superintendent in supervising the installation and reading of water meters;

Assists in directing removal of snow and ice from village streets and roads;

Supervises the care and maintenance of village parks, playgrounds and parking lots;

Makes recommendations to the Village Board, or Administrator, regarding major projects and the need for materials, equipment and work force needed;

Participates directly in road and street construction and maintenance as needed;

Keeps records of public works activities and prepares reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and related public works activities; working knowledge of the principles and practices involved in the village public works department; working knowledge of the practices and equipment involved in the operation and maintenance of sewage treatment and water treatment plants; working knowledge of the maintenance and repair of motorized equipment; ability to plan and supervise the work of subordinates, ability to maintain records and prepare reports; ability to work from plans, specifications and blueprints; initiative and resourcefulness; good judgment; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school and three (3) years of experience in the construction or maintenance of streets, water or sewage distribution systems, one year of which must have been in a supervisory capacity.

Special Requirement: Possession of an appropriate certificate for operation of Water or Sewage Treatment Plant.

ULSTER COUNTY
0480 AST PW SPT
Classification: Competitive
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Adopted: October 22, 1982