

MUNICIPAL WORKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves overall responsibility for the public works activities of a small municipality or, in a larger municipality, for several areas of public works activity. Areas of responsibility may include, but are not limited to, water and sewer systems, landfills, buildings, parks and street maintenance. This is administrative and supervisory work that may include the performance of equipment operation and manual work, at various skill levels, on various projects. The class differs from that of Municipal Works Supervisor in that Municipal Works Superintendent is at a higher level, functions as a department head and has administrative responsibility. Work is performed under the general direction of a higher level municipal official or board with considerable leeway allowed in planning and executing work projects. Supervision is exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans and directs activities of department personnel engaged in various public works projects such as maintenance, construction and related work on water and sewer lines, landfills, buildings, parks and streets;

Travels to project sites to observe the progress of work;

May perform equipment operation and manual work on various projects;

May direct snow and ice control activities;

Reviews departmental procedures and implements changes to improve work methods and department operations;

Confers with engineers, planning board and other municipal and private individuals and agencies as needed to carry out work;

Develops project priorities in consultation with other municipal officials;

Prepares, administers and controls the department budget;

Develops and maintains cooperative relationships with public works personnel from other municipalities to coordinate activities and avoid duplication of effort;

Maintains records and prepares reports;

Prepares specifications for equipment and supply purchases;

Keeps abreast of new developments in the public works field by reading books and periodicals and by attending training sessions and seminars.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices, equipment, tools, materials and safety precautions of public works related construction and maintenance; working knowledge of the principles and practices of supervision; working knowledge of budget preparation and control; ability to understand and carry out oral and written directions; ability to read and work from rough sketches or blueprints; ability to keep records and make reports; ability to establish and maintain effective and cooperative working relationships with others; willingness to respond to emergencies and work under adverse weather conditions; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four (4) years of experience in public works related construction and maintenance, or substantially similar work, two (2) years of which must have been in a supervisory capacity.

Special Requirements:

Incumbents who operate motor equipment must possess an appropriate level New York State Driver's License.

Incumbents who are responsible for the operation of sewage treatment plants, water treatment plants and related collection and distribution systems may be required to possess appropriate certification as required by either the New York State Department Health or the New York State Department of Environmental Conservation.

ULSTER COUNTY
4490 MUN WK SUT
Classification: Competitive
OA

Adopted: July 17, 1990
Revised: March 17, 1992