

VILLAGE STREET SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising department personnel in the construction, maintenance, and repair of village streets, drainage systems and related projects, for snow and ice control activities and for the administrative functions of the department. The work may additionally involve highway related equipment operation and/ or manual work. Work is performed under the general direction of a municipal board or higher level municipal official, with leeway allowed in setting and carrying out departmental objectives. Supervision is exercised over the work of all subordinate personnel. 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.

Directs and participates in the construction, maintenance and repair of village streets and other department projects;

Supervises and participates in snow and ice control activities;

Supervises the propagation of shrubs, flowers, trimming of trees and other park and playground maintenance activities;

Confers with engineers, planning board and other municipal and private individuals and agencies as needed;

Reviews and implements methods for improving work methods and department operations;

Observes and studies the condition of village streets and plans and implements repair and maintenance projects as needed;

Manages the equipment and supply inventory;

Prepares, administers and controls the department budget;

Travels to project sites to observe the progress of work;

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;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the tools, terminology, equipment and safety precautions of road construction and maintenance work appropriate to a small municipality;

good knowledge of modern methods and theory of road and construction, maintenance and repair; working knowledge of budget preparation and control; ability to read rough sketches and blueprints; ability to plan, allocate and control the use of department resources (personnel, materials and equipment) to accomplish tasks efficiently; ability to follow oral and written directions; ability to keep records and prepare reports; ability to establish and maintain effective and cooperative relationships with others; good judgment; mental alertness; dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four (4) years of experience in the construction and maintenance of roads, 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.

ULSTER COUNTY
7570 VIL ST SUP
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Revised: July 17, 1990