

SUPERINTENDENT OF PUBLIC WORKS

Distinguishing Features of the Class: This is important supervisory and administrative work involving responsibility for construction and maintenance of streets and sidewalks, storm and sanitary sewers, water distribution lines, parks and for the collection and disposition of garbage and rubbish. In addition, a Public Works Superintendent in a specific village is responsible for one or more of the following municipal services or activities: water treatment, sewage treatment, cemetery maintenance. Work is performed under general direction of the Mayor and Village Board, allowing wide leeway for the exercise of independent judgment. Supervision is exercised over the work of all employees of the department. Has responsible charge of public works activities in a village. Does related work as required.

Typical Work Activities:

- Plans and supervises the construction, extension, repair and maintenance of streets and sidewalks;
- Supervises the operation and maintenance of a water treatment plant and a sewage treatment plant;
- Supervises the maintenance and extension of storm and sanitary sewers, and water distribution lines;
- Directs the collection and disposal of garbage and trash;
- Supervises the care and maintenance of parks, playgrounds and cemeteries.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, storm and sanitary sewers, water distribution lines, and related public works activities;
- Good knowledge of the principles and procedures involved in the operation of a village public works department;
- Ability to supervise and coordinate the work of subordinates;
- Ability to work from plans, specifications and blueprints;
- Resourcefulness;
- Initiative
- Good Judgment
- Physical condition commensurate with the demands of the position.

Village of Albion Only - Working knowledge of the general practices and equipment involved in the operation and maintenance of a modern water treatment plant, and a modern sewage treatment plant.

Superintendent of Public Works continued

Village of Lyndonville Only - Thorough knowledge of the practices used and the equipment required in the operation and maintenance of a grade II-A municipal water treatment plant which includes facilities for coagulation, filtration and chlorination; thorough knowledge of the practices used and the equipment required in the operation and maintenance of a grade I municipal sewage treatment plant which does not include facilities for artificial oxidation.

Minimum Qualifications:

(A) Graduation from high school or possession of a high school equivalency diploma and five (5) years of progressively responsible experience in public works activities related to the village functions, at least one year of which shall have been in a responsible supervisory capacity, **OR**

(B) Any equivalent combination of experience and training sufficient to indicate ability to do the work.

Special Requirements for Acceptance of Applications:

Village of Lyndonville: Eligibility for a grade II-A * Water Treatment Plant Operator's Certificate issued by New York State. Eligibility for a grade I ** Sewage Treatment Plant Operator's Certificate issued by New York State.

* The designation (1) is used to indicate the grade II-A Certificate which allows operation of a plant containing facilities for coagulation, filtration, and chlorination as provided in the New York State Sanitary Code, Chapter XI, Regulation 41-a (1), first paragraph.

** The designation is used to indicate the grade I certificate which allows operation of a plant containing facilities for artificial oxidation, as provided in the New York State Sanitary Code, Chapter XI, Regulation 52-a (2).

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