

SUPERINTENDENT OF PUBLIC WORKS & UTILITIES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the activities of maintenance crews in the operation and upkeep of village electric, water and sewer systems and in street maintenance work. The work is performed under the general direction of Mayor and Board of Trustees in accordance with established policies and procedures. In carrying out his duties, the Superintendent of Public Works & Utilities is allowed to work with a considerable degree of independence. Supervision is exercised over all village maintenance crews.

TYPICAL WORK ACTIVITIES:

- Supervises the maintenance, repair and cleaning of village streets;
- Oversees all snow removal and ice control activities;
- Supervises the installation and maintenance of electrical lines, poles, transformers and street lights;
- Supervises the installation, testing and reading of electrical meters;
- Oversees the maintenance of electric substations;
- Supervises the operation and maintenance of water treatment plant including performance of required tests;
- Supervises the installation and maintenance of water and sewer lines;
- Prepare bid specifications for purchases of supplies and equipment;
- Maintains employee time and attendance records;
- Prepares budget proposals for electric, water and sewage systems as well as street maintenance;
- Purchases needed supplies and equipment;
- Coordinates the activities of various village departments;
- Maintains records of various activities and make periodic reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of the theory and principles and electricity;
- Good knowledge of modern methods used in the installation and maintenance of electric, sewer and water systems;
- Good knowledge of safety practices, rescue and first aid techniques related to working with high voltage transmission lines;
- Ability to plan, assign and supervise the work of others;
- Ability to maintain accurate records and make oral and written reports;
- Ability to prepare budgets and monitor expenditures;
- Managerial ability;
- Physical condition commensurate with the demands of the position.

Superintendent of Public Works & Utilities continued

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** Five years of experience in the construction and/or maintenance of electric, sewer or water systems of in street/highway construction or maintenance work at least two years of which must have been in a responsible supervisory capacity.

Special Requirement: Possession of an appropriate New York State Drivers License appropriate to the vehicles operated **AND**

Possession of an appropriate current license or Operator certificate class “C” and “D” issued by the New York State Department of Health at the time of appointment.

(Chapter I State Sanitary Code Subpart 5-4, Classification and Certification of Community and Nontransient Noncommunity Water System Operators, Statutory Authority: Public Health Law §225)

08/18/1980

08/02/2010

CLASS: COMPETITIVE