

Department: Public Works
Classification: Competitive
Grade: 17

SPEC DISK C1
DOCUMENT 18

GENERAL PUBLIC WORKS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing new Public Works construction or related maintenance projects undertaken by the County Public Works Department. An incumbent supervises a number of work crews on construction and/or maintenance operations. The duties include all work necessary in highway construction and buildings and grounds maintenance. The work is performed under the general direction of the Superintendent of Public Works and is reviewed by inspections and through reports. This position differs from that of Public Works Maintenance Supervisor by increased responsibility for decision making regarding work methods and use of personnel and equipment on moderately large projects. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises new Public Works construction and building maintenance projects;
Coordinates and supervises the assignment and use of both heavy and light construction equipment such as shovels, gradall, bulldozers, rollers, graders and trucks;
Supervises the activities of subordinate foremen, equipment operators and laborers in the use of materials and equipment in construction and maintenance projects;
Prepares work schedules for implementation of specific construction and maintenance activities as defined on work orders;
Receives and dispenses work orders, previously authorized by appropriate technical and management personnel, and ensures their timely completion in accordance with quality and efficiency standards prescribed;
Answers landowner complaints involving water problems, fallen trees, curbage, shoulder problems, etc.;
Approves or disapproves employee leave requests and coordinates leave time with work priorities and schedules;
Assigns subordinate personnel between various construction, maintenance or ongoing activities within the department of Public Works;
Plans, assigns and supervises county construction, maintenance and repair through the efficient use of work crews, equipment and materials;
Interprets construction plans, drawings, maps, specifications and descriptions to subordinate foremen, equipment operators and others;
Supervises and participates in the preparation of construction and maintenance activities costs and progress records and reports;
Assists town highway personnel to solve a variety of highway and related problems;
Operates a variety of equipment as occasion demands.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS :

Thorough knowledge of modern Public Works construction and maintenance methods and procedures; thorough knowledge of equipment, materials, tools, terminology and safety precautions used in public works activities;

thorough knowledge of the use and operation of construction equipment in highway related projects; ability to read and understand sketches, blueprints and related construction and maintenance plans; ability to plan, organize and supervise the work of construction and maintenance crews on a moderately large scale; ability to solve operating problems as they occur in the field; ability to secure the cooperation of subordinates; ability to understand and carry out complex oral and written directions; ability to prepare and maintain records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and four years of experience in the construction and maintenance of public works activities, two years of experience of which shall have been in a responsible supervisory capacity; or
- (b) Six years of experience in the construction and maintenance of public works activities, two years of which shall have been in a responsible supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for an appropriate New York State driver's license.

NOTE: College level training in civil engineering may be substituted for the required non-supervisory experience on a year-for-year basis.

Amended: 03/19/99