

Department: In all Villages  
Classification: Non-Competitive  
Grade: \_\_\_\_\_

SPEC DISK I3  
DOCUMENT 68

## PUBLIC WORKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the construction, maintenance and extension of streets and roads. In addition, a Public Works Superintendent in a specific village may be responsible for one or more of the following municipal services or activities: water treatment, wastewater treatment, water distribution and storm and sanitary wastewater extension and maintenance, garbage collection, parks. Work is performed under the general direction of the Mayor, Village Board and Commissioners. Supervision is exercised over all village employees engaged in public works activities. The incumbent does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, supervises and participates in the construction, extension and maintenance of streets and roads;  
Supervises the operation and maintenance of a water treatment plant and/or a wastewater treatment plant;  
Supervises and participates in the extension of storm and sanitary wastewaters and water lines;  
Directs and assists in the removal of snow and ice from streets and roads;  
Supervises the care and maintenance of tools and equipment;  
Oversees the care and maintenance of parks, playgrounds and cemeteries;  
Makes recommendations to the Village Board regarding major projects and the need of materials, equipment and manpower;  
Keeps records of public works activities and prepares reports.

### 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, wastewaters and related public works activities; good knowledge of the principles and practices involved in the village public works department; good knowledge of the practices and equipment involved in the operation and maintenance of wastewater treatment and water treatment plants, when part of the duties and responsibilities of the class; good knowledge of the maintenance and repair of motorized equipment; ability to plan and supervise the work of subordinates; ability to work from plans, specifications, and blueprints; initiative and resourcefulness; good judgment; 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 five years of progressively responsible experience in public works or related construction activity, two years which must have been in a responsible supervisory capacity; or
- (b) An equivalent combination of training and experience as defined by the limits of (a).

### SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Eligibility for a Grade III Public Water Treatment and Purification Plant Operator's Certificate issued by the State of New York.

*NOTE: This certificate required for both Village of Port Henry and Ticonderoga.*