

Department: Town of Westport
Classification: Non-Competitive

SPEC DISK I3
DOCUMENT 71

PUBLIC WORKS SUPERINTENDENT

GENERAL STATEMENT: Manages operations of the Town owned utilities, property, equipment and work force.

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving responsibility for planning, directing and supervising activities of the Public Works Department in the Town of Westport. The major areas of responsibility include but not limited to the maintenance, construction and repairs to streets, catch basins, curbs, culverts, storm drains, parks and municipal buildings and snow removal. Responsibility for operations of the water and waste water systems. The incumbent does related work as required. The work performed under the general policies set up by the Town Board. Supervision is exercised over employees assigned to the various activities of the departments.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Lays out and schedules the work and, assigns personnel to their tasks, transfers personnel as required;

Manages the maintenance, construction and repair of streets, catch basins, curbs, culverts and storm drains, water and waste water systems, park areas, playgrounds, cemeteries and transfer station.