

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PUBLIC WORKS SUPERVISOR

TITLE #: 1490

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the supervision and performance of routine public work activities and the proper and efficient completion of assignments. The incumbent may lead or participate in public works municipal activities or services which may include: road construction or maintenance, water or wastewater treatment, park maintenance and/or refuse collection. Work is performed under the general supervision of a designated supervisor in accordance with established policies and procedures permitting the exercise of independent judgment in carrying out the details of the work. Direct supervision is exercised over the work of subordinate public works personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and participates in a variety of public works activities as assigned. Duties may include, but are not limited to:

Maintenance and repair of roads, streets and sidewalks;

Maintenance and repair of sewers, catch basins and drains;

Maintenance and repair of water mains, hydrants and gate valves;

Maintenance and repair of pumping stations, water and sewage treatment plant and reservoirs;

Installation, maintenance and repair of water and sewage lines and pipes;

Installation and maintenance of street and traffic signs, parking meters, etc;

Maintenance of recreation and park areas and equipment;

Supervises and participates in snow removal, sanding and ice control activities;

Supervises and participates in the collection and disposal of refuse and recyclables;

Instructs employees in the use of tools, equipment, materials and safety procedures;

Maintains employee records and prepares activity records and reports;

Operates various types of motor equipment.

When assigned to the Village of Highland Falls:

May perform water and/or wastewater operator duties, on an as needed basis, with possession of the appropriate certification issued under the provisions of the New York State Sanitary Code.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices, tools, equipment, materials, terminology and safety precautions of a variety of public works activities including, but not limited to, street, water, sewer and parks maintenance; good knowledge of the geography of the municipality; ability to plan and supervise the work of others; ability to understand and follow oral and written instructions; ability to prepare routine records and reports; willingness to work under difficult weather conditions and to respond to emergencies; 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 three (3) years experience in public works maintenance activities; OR
- (B) Seven (7) years of experience in public works maintenance activities.

SPECIAL REQUIREMENTS: Possess and maintain a valid Driver's license in a class appropriate to the requirements of the Appointing Authority.

NOTE: When assigned to the Village of Highland Falls, may be required to possess a Water and/or Wastewater certification issued under the provisions of the New York State Sanitary Code in a grade determined appropriate by the appointing authority.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-Competitive in the Village of Highland Falls.

REVISED: 9/7/2022 AT