

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

CLASS TITLE: Village Public Works Superintendent

TITLE: 1733

DISTINGUISHING FEATURES OF THE CLASS: This is important supervisory work involving the overall responsibility for the public works activities in a Village. The Public Works Superintendent may be responsible for one or more of the following municipal services or activities: road construction and maintenance, parks, refuse collection, water treatment, and/or wastewater treatment. Work is performed under the general direction of the Mayor and Village Board. In the Village of Walden, it is performed under the general direction of the Village Manager. Supervision is exercised over the work of all employees engaged in public works activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules work activities and assigns personnel to their tasks; transfers staff from one crew to another, as required;

Plans and supervises the construction, extension and maintenance of streets and roads;

Supervises the maintenance, repair, and extension of storm and sanitary sewers, and water distribution lines;

Supervises the operation and maintenance of various types of motorized equipment, such as trucks, rollers, snow plows, and bulldozers;

Directs the collection and disposal of refuse and trash as required;

Supervises the construction, care and maintenance of municipal buildings, parks, playgrounds and cemeteries;

Directs the removal of snow and ice from streets;

Makes recommendations to the appropriate governing body regarding major projects and needs for material, equipment and manpower;

Estimates requirements for and purchases tools, supplies, and equipment.

Keeps records of department activities, prepares reports and budgets, maintains fiscal control over expenditures;

Attends meetings as required;

May supervise the operation and maintenance of water supply and treatment systems and/or a wastewater treatment plant.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and related public works activities; thorough knowledge of the principles and procedures involved in the operation and maintenance of the appropriate type of wastewater treatment and water treatment plants, when part of the duties and responsibilities of the class; thorough knowledge of the principles and practices involved in the operation of a village public works department; 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; ability to prepare reports and budgets; resourcefulness; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Civil Engineering or related field and one (1) year of experience in public works or related construction activities which must have been in a supervisory capacity; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree in Engineering Science or related field and three (3) years experience in public works or related construction activities, one (1) year of which must have been in a supervisory capacity; OR
- (C) Graduation from high school or the possession of a high school equivalency diploma and five (5) years experience in public works or related construction activities, one (1) year of which must have been in a supervisory capacity.

NOTE: Some jurisdictions may require possession of the appropriate grade of water and/or wastewater treatment certificate issued under the provisions of the New York State Sanitary Code.

NOTE: May be required to possess and maintain a valid driver's license in a class appropriate to the requirements of the Appointing Authority.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-Competitive in Villages of Cornwall, Harriman, Montgomery, Otisville, Tuxedo Park (Population under 5,000)

REVISED: 06/03/14