

Jurisdictional Class: Competitive
Adopted: August 17, 2001
Revised: April 23, 2010

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work involving responsibility for assisting the Superintendent of Public Works in planning and directing public works maintenance activities. Work is performed under the general supervision of the Superintendent of Public Works in accordance with established policies and procedures with considerable leeway allowed for the use of independent judgment in planning and carrying out details of the work. Supervision is exercised over all subordinate public works employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in planning, supervising, and directing the maintenance, repair, and occasional new construction of streets, curbs, sidewalks, parking areas, parks, and recreation areas;
- Assists in planning, supervising, and directing the construction, maintenance, alteration, and repair of city water distribution and sewer system;
- Assists in planning, supervising, and directing snow removal and ice control activities on streets, sidewalks, and parking areas;
- Assigns, supervises, and reviews the work of all subordinate employees engaged in maintenance, repair, and operation of the water and wastewater distribution system;
- Participates in planning various construction projects with respect to water distribution and wastewater disposal;
- Coordinates with the Superintendent of Public Works and other appropriate City agencies with respect to all new construction and the rehabilitation of existing systems;
- Plans and supervises the use of motor equipment used for department activities;
- Instructs and supervises the work of clerical personnel with regard to department procedures, rules, and regulations;
- Meets and works with the board, executive officials, individuals, and groups to receive complaints and explain department activities;
- Inspects work in progress and the work of outside contractors to determine adherence to proper procedures, plans, and specifications;
- Confers with a variety of Federal, State, and County health officials regarding the level of service needed by the community;
- Prepares a variety of oral and written reports;
- Assists in the preparation of the department's annual budget;
- Enforces and coordinates all safety policies including City, State, and Federal regulations;
- Establishes training schedules to keep employees current on all aspects of safety in the workplace and to insure proper training on all new equipment;
- Supervises and maintains the department's computer system with regards to data input and program corrections required for the budget, inventory, time sheets, data bases, and backflow prevention.

Assistant Superintendent of Public Works

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of street, water, and sewer construction, repair, and maintenance practices;
Good knowledge of the practices, tools, terminology, and equipment used in general public works activities;
Good knowledge of the geography of the area including the location of streets, sidewalks, storm, and sanitary sewers;
Working knowledge of the principles and practices involved in the administration of public works activities;
Knowledge of civil engineering principles;
Ability to understand and work from plans, specifications, and blueprints;
Ability to plan and direct the work of others;
Ability to effectively explain a public works program to the public and to maintain good relations with various interested groups and individuals;
Ability to prepare reports;
Sound judgment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Six (6) years of experience in the maintenance, construction and repair of water Distribution systems, storm sewers, sanitary sewers or closely related field; or
- (b) Six (6) years of general labor or construction work, road building or grounds maintenance; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT: Possession of an appropriate New York State driver's license at time of appointment.