

Jurisdictional Class: Competitive
Adopted: August 17, 2001
Revised: September 5, 2013

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. This position will also be responsible for developing, implementing, and maintaining comprehensive and continuing education/training programs, including developing standards and guidelines for new and seasoned employees. Such programs will ensure proper training on and use of all equipment; ensure safety education and practices; reduce infractions which could result in potentially hazardous conditions; provide supervisory training and guidance as needed; as well as any other areas that need to be addressed. The work will include monitoring and assessing work to determine deficiencies within the department that may need to be addressed and provide appropriate education. 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;
- Develops, implements, and maintains comprehensive and continuing education/training programs to address the needs of the department and may conduct portions of the formalized training programs;
- Develops standards and guidelines for new and seasoned employees to ensure proper training on all aspects of their job;
- Monitors and assesses the work performance of all employees to identify and establish where additional training and/or guidance is needed to improve the operations and efficiency of the department;
- Establishes training schedules to instruct and keep employees current on all aspects of safety in the workplace and monitors performance to ensure the continued use of such safety practices and protocols;
- Provides proper supervisory training programs and guidance on dealing with difficult employees and situations, reducing conflicts within the workplace, stress management, building high-performance teams, etc., to develop and enhance the skills of employees;
- Evaluates and continually updates the content of all training programs to address new and innovative developments;

Assistant Superintendent of Public Works

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;
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.

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;
Good knowledge of the principles and practices of conducting a staff development program;
Working knowledge of the principles and practices involved in the administration of public works activities;
Knowledge of civil engineering principles;
Ability to make assessments, analyze findings, and implement various corrective actions;
Ability to coordinate and administer continuing education/training programs to meet the needs of the agency;
Ability to plan and develop curricula and lesson plans;
Ability to analyze jobs, functions, and problems;
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 write clear and accurate reports and records;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering, Public Administration, or closely related field; and three (3) years of supervisory, administrative, and/or safety and skill-development program experience in construction and operations related to Public Works infrastructure such as sanitary/storm sewers, streets, bridges, water mains, pumping stations, refuse collection, or similar projects; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Civil Engineering, Public Administration, or closely related field and five (5) years of supervisory, administrative, and/or safety and skill-development program experience as outlined in (a) above; 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.