

Jurisdictional Class: Competitive; Non-Competitive in Villages  
Adopted: December 26, 1986  
Revised: October 22, 2013

**PUBLIC WORKS SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important supervisory work involving responsibility for the construction, maintenance, and extension of streets, sidewalks, parking areas, parks and recreation areas, buildings, water mains, valves, hydrants, service pipes, and sewer lines. The incumbent may also be responsible for the operation of the electrical distribution system. The work is performed under general supervision with wide leeway allowed for exercise of independent judgment in planning work methods and details. Supervision is exercise over a number of subordinate skilled and unskilled personnel engaged in public works activities. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, supervises, and participates in the construction, maintenance, and repair of streets, roads, sidewalks, parking areas, parks, and recreation areas;  
Plans, supervises, and participates in the installation, cleaning, and repair of the water distribution system consisting of water mains, valves, hydrants, meters, sedimentation basins, reservoirs, and service pipes to consumers;  
Supervises and participates in the installation, maintenance, extension, and repair of storm and sanitary sewers and water lines;  
Plans, directs, and participates in the cleaning, maintenance, and repair of automotive equipment including complete unit overhaul, welding, piping, and rewiring;  
Supervises the maintenance and repair of related buildings to include the heating, electrical, and plumbing systems;  
Assigns and inspects work of subordinates;  
Assists in monitoring and assessing the work performance of subordinate employees and recommends training and/or guidance to improve the operations and efficiency of the department;  
May operate grader and paver in the surfacing and resurfacing of streets with asphalt or concrete;  
Operates automotive and small construction equipment when necessary;  
Prepares specifications for purchase of supplies, equipment, and construction projects;  
Supervises and participates in the operation of an electric distribution system;  
Directs and assists in the removal of snow and ice from streets, roads, parks, and recreation areas;  
Supervises the care and maintenance of tools and equipment;  
Discusses public works activities with the public;  
Makes recommendations regarding major projects and the need for materials, equipment, and manpower;  
Prepares and keeps records and necessary records;  
Recruits, hires and evaluates staff;  
Plans, proposes and sets specifications for changes or upgrading in highway and park programs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles, practices, and equipment used in the construction and maintenance of streets, sidewalks, sanitary sewers, and related public works activities;  
Thorough knowledge of the principles, practices, and equipment involved in the operation, construction, and maintenance of storm and sanitary sewer systems, water distribution systems, and related public works activities;  
Good knowledge of the maintenance and repair of motorized equipment;  
Working knowledge of civil engineering principles;  
Ability to plan and supervise the work of subordinates;  
Ability to analyze jobs, functions, and problems;  
Ability to read and work from plans, specifications, and blueprints;  
Ability to understand and follow oral and written directions;  
Ability to keep records;  
Mechanical aptitude;  
Good judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in the construction and/or maintenance of streets/highways, storm sewers, sanitary sewers, or closely related field.

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