

PUBLIC WORKS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This supervisory position exists in the DPW and involves the responsibility for the construction, repair, maintenance and cleaning of streets, municipal sewer system, waste collection and disposal, parks maintenance, operation of DPW garage, and related public works projects. Projects are initiated in accordance with the general instructions and in cooperation with the Mayor and Board of Trustees. The position reports directly to the Mayor and Board of Trustees. The incumbent oversees and supervises work in progress and upon completion by on-site inspections and review of reports from subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises the construction, maintenance, repair and cleaning of streets, curbs, and sidewalks;
- Supervises the activities of personnel, including measuring performance and discipline, training, use of material and operation of heavy and light equipment in the construction and maintenance of streets and other public works construction projects;
- Interprets plans and drawings relating to construction or public works projects;
- Assigns work to MEOs, heavy equipment operators and labor crews;
- Supervises snow removal and sanding of streets, municipally owned parking lots and walks;
- Investigates complaints regarding street maintenance work;
- Confers with Mayor and Board of Trustees and determines construction and maintenance needs and plans schedules for various assigned public works projects;
- Prepares work schedules for implementation of specific construction and maintenance activities as defined;
- Reassigns subordinate personnel between various construction, maintenance, or ongoing activities within the department as the need occurs;
- Supervises and participates in the preparation and maintenance of project activities costs and progress records and reports;
- Oversees the removal of trees by contacting property owners and supervising work;
- Coordinates and oversees the assignment and use of both heavy and light construction equipment such as shovels, gradealls, bulldozers, rollers, graders, sweepers and trucks;
- Directs the maintenance and installation of street and playground markings and signs;
- Supervises and schedules grass cutting operations and tree trimming;
- Responds to complaints regarding sewer and parks maintenance work, resolving same and reporting resolution to Mayor and Board of Trustees;
- Supervises the safe operation and collection of solid waste and its disposal at a sanitary landfill and adheres to current federal, state and local regulations governing such activities;
- Lays out, supervises and participates in the work of public works crews constructing, maintaining, and repairing buildings, streets, sidewalks, and sewer lines;
- Works under the direction of the Mayor and Board of Trustees in preparing department budget requests and in controlling expenditures;
- May be required to operate a variety of construction equipment as occasion demands;
- Prepares a variety of records and reports, including the presentation of those reports at board meetings;
- Maintains an inventory of necessary supplies and equipment, and orders replacements when necessary in compliance with established Village policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern street and related public works construction and maintenance methods and procedures; good knowledge of equipment, materials, tools, terminology and safety precautions used in public works construction and maintenance activities; good knowledge of the practices of solid waste management and refuse collection; good knowledge of the use and operation of construction equipment involved in public works projects; good knowledge of construction and maintenance of sewage collection systems; ability to read and understand sketches, blue prints and related construction and maintenance plans; ability to plan, organize and supervise work of others; ability to solve operating problems as they occur in the field; ability to work from plans and specifications; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma
AND

Either -

(A) Graduation from a regionally accredited or NYS registered two year college with an associate degree in engineering or construction technology, construction engineering, construction supervision, engineering science or related field and five years of public works or construction experience involving the maintenance of buildings, roads and streets, at least one year of which must have involved the maintenance of sewer distribution and collection systems;

Or -

(B) Seven years of public works or construction experience involving the maintenance of buildings, roads and streets, at least one year of which must have involved the maintenance of sewer distribution and collection systems;

Or -

(C) An equivalent combination of training and experience as defined by the limits of **(A)** and **(B)** above.

SPECIAL REQUIREMENT: Possession of a valid New York State CDL drivers license at the time of application.

Competitive

Adopted 11/29/2001 Personnel Officer

Revision 02/14/2003 Personnel Officer