

SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for construction, maintenance and extension of streets and roads. In addition, a Public Works Superintendent in a specific village may be responsible for one or more of the following municipal services or activities: water treatment, sewage treatment, water distribution, electric distribution, garbage collection and disposal and parks maintenance. The work is performed under general supervision. Supervision is exercised over subordinate employees engaged in public works activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans, supervises and participates in the construction, extension and maintenance of streets and roads;
- Supervises the operation and maintenance of a water treatment plant and/or a sewage treatment plant;
- Has charge of the operation of the electric distribution system;
- Supervises and participates in the extension of storm and sanitary sewers and water lines;
- Supervises the installation, testing, reading and repairing of electric meters and associated current potential transformers;
- Directs and assists in the removal of snow and ice from streets and roads;
- Directs the maintenance, repair and extension of electrical distribution lines, service lines and the installation of distribution transformers;
- Supervises the care and maintenance of tools and equipment;
- Oversees the care and maintenance of parks, playgrounds and cemeteries;
- Makes recommendations to the Village Board regarding major projects and the need for materials, equipment and manpower;
- Keeps records of public works activities and prepares reports.

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; good knowledge of the principles and practices involved in the village public works department; good knowledge of the practices and equipment involved in the operation and maintenance of the sewage treatment and water treatment plants, when part of the duties and responsibilities of the class; good knowledge of the theory and principles of electricity, electrical distribution systems, line construction and transformer hookups, when part of the duties and responsibilities of the class; good knowledge of the operation, maintenance and repairs of electric meters, when part of the duties and responsibilities of the class; 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; initiative and resourcefulness; good judgment; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and four years of experience in the construction or maintenance of streets, water, electric or sewage distribution systems.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: Possession of an appropriate certificate for operation of a Water or Sewage Treatment Plant issued by the New York State Department of Health at time of appointment where such certificate is necessary.

NOTE: Village of Herkimer – Duties and responsibilities of the electric distribution system are not a responsibility of this position.