


Jurisdictional Class: C
Location: All Jurisdictions.
Fr. Cty. Grade: --

Revised:  .

Date: 5/5/16

PUBLIC WORKS CONSTRUCTION AND MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for planning, supervising, and carrying out a public works program in a village including the maintenance and repair of village streets, buildings, and water and wastewater systems. The work is performed under the general direction of the Mayor and Village Board with leeway allowed for the exercise of independent judgment in carrying out assigned duties. Supervision is exercised over subordinate public works employees. The incumbent does other related work as required.

TYPICAL WORK ACTIVITIES:

Lays out, supervises, and may participate in the work of public work crews in constructing, maintaining, and repairing streets, buildings, parking lots, water and wastewater lines, and installing valves, gates, and fire hydrants;
Coordinates, supervises, and may participate in maintaining water and wastewater treatment plants including distribution and collection lines;
Supervises snow removal activities and the sanding and sweeping of streets;
Schedules the maintenance and repair of tools and equipment;
Supervises park maintenance activities including cutting grass, planting and trimming trees, and general cleaning;
Interprets plans and drawings related to construction projects;
Confers with Mayor and Village Board and determines construction and maintenance needs and plans schedules for various assigned public works projects;
Maintains records and reports on work activities including labor and materials needed to complete specific projects;
May be required to operate a variety of construction equipment as occasion demands.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of modern principles, practices, and equipment involved in the construction and maintenance of streets and water and wastewater lines; good knowledge of equipment, materials, tools, terminology, and safety precautions used in public works construction and maintenance activities; good knowledge of the maintenance of water and wastewater treatment plants; ability to read and understand sketches and blueprints; ability to plan, organize, and supervise the work of others; ability to coordinate and schedule public works projects; ability to follow oral and written directions; ability to prepare records and reports related to the work.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four years of experience in public works activities involving the construction maintenance and repair of streets and water and wastewater systems.

SPECIAL REQUIREMENT: Possession of valid New York State Commercial Driver's License (CDL) at time of appointment.

IF POSITION REQUIRES:

1. Possession of the required certificate as issued by the New York State Department of Environmental Conservation, 6 NYCRR Part 6501.11, appropriate to the plant at the time of appointment.
2. Possession of the required certificate as issued by the New York State Department of Health, Bureau of Public Water Supply Protection, under the provisions of the New York State Sanitary Code – Chapter 1, appropriate to the plant at the time of appointment.