

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS II

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work that assists the Superintendent of Public Works II in the planning and coordinating of public works services and the maintenance of public works facilities including minor construction projects, within a medium-sized village. The work also involves attending Village Board and public meetings to provide departmental input on projects and construction being considered and overseeing offsite village facilities. Work direction is exercised over field workers. During periods of emergency or unusual conditions, employees in this class will be required to work other than normal working hours. This work is performed under the general supervision of the Village Mayor and the Superintendent of Public Works II with considerable leeway for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the planning and scheduling of work projects;
Prepares written reports and maintains an inventory of supplies, tools, manpower and equipment needed for the Department of Public Works;
Consults with employees, outside consultants, contractors and developers on construction projects in the village;
Directs and coordinates activities of workers involved in construction of culverts, bridges, piping and flood mitigation projects;
Attends board meetings and public meetings to address matters pertaining to public works and to offer opinions on construction, road openings and other projects;
Assists in investigating complaints to determine responsibility and need and recommends or initiates appropriate action;
Oversees the operation of offsite village facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices and equipment used in the maintenance of streets and other public works facilities; working knowledge of the tools, techniques and practices of carpentry, masonry, painting and mechanics; ability to interpret routine public works engineering plans and specifications; ability to organize and direct the work of others; ability to understand and carry out moderately difficult oral and written directions; ability to prepare activity reports and maintain related records; ability to develop good public relations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of experience in the maintenance and/or construction of public works facilities, including streets, one (1) year of which must have involved directing or coordinating the work of others.

NOTES:

- 1) An Associate's degree or graduation from an accredited technical institute in engineering or an applied science applicable to public works, such as highway technology, may be substituted for two (2) years of the maintenance and/or construction experience.
- 2) Additional public works maintenance or construction experience may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicle being operated.