

## **ASSISTANT SUPERINTENDENT OF PUBLIC WORKS III**

**DISTINGUISHING FEATURES OF THE CLASS:** This is managerial work which involves the scheduling, direction and training of work crews in a variety of tasks ranging from unskilled to skilled in the construction, improvement, maintenance and repair of public grounds, buildings, parks, streets, walks, culverts and sewers, water and wastewater treatment facilities, etc. The work also involves the exercise of administrative supervision in the responsibility for hiring, promotion and discipline of subordinates. During periods of emergency or unusual conditions, employees in this class will be required to work other than normal working hours. The work is performed under the general supervision of the Superintendent of Public Works III. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Meets daily with the Superintendent of Public Works III to plan cleaning, construction and maintenance work at parks, playgrounds, pool, Village Hall, water and wastewater treatment facilities, firehouses, recreation center, etc. as well as public works projects;  
Goes into field to check on work being done for completeness, performance and quality;  
Investigates public concerns and complaints to determine responsibility and takes or initiates appropriate action including preparing work orders for assignment of duties;  
Meets with work crews daily concerning assignments, backlogs and follow-up to previously uncompleted work;  
Works with Superintendent of Public Works III in the development of long-range plans, resolving personnel problems, making staffing decisions, recommending training, etc.;  
Plans and promotes internal safety programs;  
Provides for training and instruction programs;  
Insures the maintenance of adequate records and the preparation of coherent reports on the use of materials, manpower and equipment;  
Orders materials and supplies as needed, such as fuel pumps, asphalt, heavy motorized equipment, fire hydrants, valves, tools and parts by researching vendors for best prices and availability and preparing the necessary paperwork;  
Provides information for the formulation of budgets by making projections for cost of capital projects, "pricing out" jobs, determining cost of manpower and supplies;  
Prepares specifications for work to be done such as concrete work, paving, etc. for inclusion in contracts that will go out for bid.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of construction and maintenance practices of streets, drainage facilities and other public works facilities; good knowledge of water and wastewater treatment system maintenance; good knowledge of the methods, procedures, safety practices, tools and equipment used in the construction, improvement and maintenance of public works facilities; ability to interpret public works engineering plans and specifications; ability to plan and supervise the work of others; ability to understand and carry out moderately difficult oral and written instruction; ability to prepare reports; ability to develop good public relations.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in engineering and two (2) years of post-degree administrative or management experience in public works maintenance and construction. This experience must have included the coordination of worker activities in carrying out organizational or program operations, policies and procedures.

**SPECIAL REQUIREMENT:** It is the responsibility of the appointing authority to ensure that the incumbent possesses a valid, appropriate driver's license.