

SUPERINTENDENT OF PUBLIC WORKS I

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position having responsible charge of public works services and facilities within a village. The duties will usually require participation in physical routines as well as basic administrative work which involves the planning and coordinating of on-going small and special projects and services and providing for the most timely, efficient and economical use of personnel, equipment and materials. General direction is received from the Mayor and Village Board. Direct supervision is exercised over a small to moderately sized work force. During periods of emergency, work is required during other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and schedules work projects and services;
Supervises and participates in the repairing and cleaning of streets;
Supervises and participates in the maintenance of a storm drainage system, parks and other facilities and in the removal of snow and ice and sanding of streets;
Supervises and participates in minor construction projects;
Investigates complaints to determine responsibility and need and initiates appropriate action;
Orders supplies, maintains operating records and makes oral and written reports;
May supervise and participate in the maintenance of sanitary sewers;
May supervise and participate in the collection of refuse;
May operate a variety of motorized vehicles and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of construction and maintenance of streets, storm drains, curbs and public works facilities; working knowledge of sewer system maintenance; ability to plan and direct the work of others; ability to understand and carry out oral and written instructions; ability to maintain records and prepare activity reports.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Civil Engineering or a related field and one (1) year of street construction or related large scale construction, or general maintenance experience in a municipal public works program which shall have been in a responsible supervisory or administrative capacity; or
2. An Associate's degree in Engineering Science, Construction Technology or a related field and three (3) years of street construction or related large scale construction, or general maintenance experience in a municipal public works program, one (1) year of which shall have been in a responsible supervisory or administrative capacity; or
3. Graduation from high school or possession of an equivalency diploma and five (5) years of street construction or related large scale construction, or general maintenance experience in a municipal public works program, one (1) year of which shall have been in a responsible supervisory or administrative capacity.

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

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Competitive