

SUPERINTENDENT OF PUBLIC WORKS II

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position with responsibility for public works services and the maintenance of public works facilities including minor construction projects, within a medium-sized village. Responsibility includes planning and coordinating of a variety of on-going 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. Supervision is exercised over approximately 10-20 field workers, some through an intermediate supervisor. During periods of emergency, work is required during other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans work projects and services;

Schedules, directs and inspects work of crews in the maintenance of streets, curbs and sidewalks, storm drainage systems and culverts, sewers, which may include pump stations, parks and other such facilities;

Schedules and directs crews in snow and ice control work;

Schedules and directs crews in the collection of solid wastes;

Patrols streets to inspect for needed maintenance;

Investigates complaints to determine responsibility and need and initiates appropriate action;

Maintains operating records and prepares reports;

Plans for and requisitions necessary supplies and equipment;

Directs use of internal safety programs and procedures;

Recommends the employment, discipline, discharge or promotion of employees.

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 plan and supervise the work of several work crews; 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 five (5) years of experience in the maintenance and/or construction of public works facilities, including streets, one (1) year of which must have been at a first line supervisory (foreman) level.

NOTES:

1. Graduation from an accredited technical institute or community college with an associate degree in an applied science such as highway technology may be substituted for three (3) years of the non-supervisory experience.
2. Other appropriate applied science or engineering schooling may be substituted for the non-supervisory experience on a year-for-year basis.

(over)

3. Additional public works maintenance or construction experience may be substituted for schooling on a year-for-year basis.
4. Each year of supervisory experience in the maintenance and/or construction of highways, in addition to the one (1) year required, will be considered to equal two (2) years of the required experience or schooling.

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