

## **SUPERINTENDENT OF PUBLIC WORKS AND ENGINEERING**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory and professional position having responsible charge of public work services and facilities within a village including responsibility for the preparation, design, development, construction, maintenance, operation and/or inspection of engineering projects for a village. The work is performed under the general supervision of the Village Administrator. 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:**

Recommends the hiring, discipline, discharge or promotion of employees in the Department of Public Works;

Plans, schedules and directs employees in the maintenance of streets, curbs, sidewalks, drainage systems, culverts, parks and other such facilities;

Performs layout work and technical design of plans and specifications for internal public works of improvement;

Prepares construction estimates and time schedules of internal projects of public works of improvement;

Assists the Village Administrator and other village officials in budgeting and other financial projects for the Department of Public Works;

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

Conducts research concerning proposed projects at the request of the Building Inspector;

Schedules and directs crews in snow and ice control;

Schedules and directs crews in the collection of solid waste;

Prepares requisitions for necessary supplies and equipment and all programs and facility regulations;

Reviews specifications of private contractors;

Directs use of internal safety programs and department policies and procedures;

Recommends and oversees contracting and other agreements between the village and third parties.

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

Thorough knowledge of the principles and practices of civil engineering; good knowledge of the methods, procedures, safety practices and equipment used in the construction and maintenance of streets, storm drains, curbs and other public works facilities; ability to plan, coordinate and supervise the work of others; ability to understand and carry out oral and written instructions; ability to maintain records and prepare activity reports.

**MINIMUM QUALIFICATIONS:** Possession of a professional engineer's license issued by the State of New York and two (2) years of experience in public works maintenance and construction, one (1) year of which must have been at a supervisory level.