

## **ASSISTANT SUPERINTENDENT OF PUBLIC WORKS\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position with the responsibility for assisting the Superintendent of Public Works with public works services and facilities within a municipality. The responsibilities include assisting the Superintendent in coordinating, planning and scheduling a variety of construction projects and public works services, such as maintenance of streets, curbs, sidewalks, storm drainage systems, culverts, sewer and wastewater treatment facilities, etc. General direction is received from the Superintendent of Public Works with considerable leeway for the exercise of independent judgment in completing assigned work projects. Supervision is exercised over a number of employees. The supervisory work also includes recommending hiring, promoting, and disciplining subordinates. During periods of emergency, work may be required during other than normal working hours. May act for and in place of the Superintendent of Public Works in his/her absence. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists with managing all aspects of public work projects, including road maintenance, construction, wastewater treatment and other infrastructure initiatives;  
Assists with providing direction to work crews engaged in the maintenance of streets, curbs, sidewalks, storm drainage systems, culverts, sewers and wastewater treatment facilities, which may include pump stations, parks and other such facilities;  
Assists with scheduling and directing crews in the removal of snow and ice;  
Assists in the operation of various types of vehicles and heavy equipment;  
Assists the Superintendent with coordinating projects and activities with other departments within the municipality and other outside agencies;  
Determines work priorities and assigns projects to work crews and ensures adherence to prescribed work schedules;  
Provides direction and guidance to employees in the use of tools and equipment as well as safety protocols to be followed when using said tools and equipment;  
Orders supplies as needed, maintains operating records and prepares written reports;  
Acts for and in place of the Superintendent of Public Works in his/her absence;  
May patrol streets to inspect for needed maintenance;  
May collaborate with the community and local government to address public works related concerns, investigates complaints to determine and recommends appropriate action;  
May attend various meetings (e.g., board, public, etc.);  
May assist with developing and managing the department's annual budget.

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

Good knowledge of construction and maintenance of streets, storm drains, curbs and other public works facilities; good knowledge of the methods, procedures, safety practices and equipment used in the maintenance of streets and other public works facilities; ability to interpret routine public works engineering plans and specifications; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to prepare written reports; ability to communicate effectively with others.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Civil Engineering or comparable curriculum and one (1) year of street construction or related large-scale construction, or general maintenance experience in a municipal public works program, which included supervisory duties.

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2. An Associate's degree in Engineering Science, Construction Technology or comparable curriculum and three (3) years of street construction or related large-scale construction, or general maintenance experience in a municipal public works program, which included supervisory duties.
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, which included supervisory duties.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license appropriate for the size and type of vehicles operated.

\*This reflects a retitling of Assistant Superintendent of Public Works II and III.

R.C.D.P. 11.17.2023  
Competitive

11.01.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.