

SUPERINTENDENT OF PUBLIC WORKS*

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position with the responsibility for public works services and facilities within a municipality. The responsibilities include 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 a higher-level administrator, (e.g., Town Supervisor, Mayor, Board of Trustees, etc.) Supervision is exercised over a number of employees. During periods of emergency, work may be required during other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads and manages all aspects of public work projects, including road maintenance, construction, wastewater treatment and other infrastructure initiatives;

Supervises and provides 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;

Supervises, schedules and directs crews in the removal of snow and ice;

Supervises the operation of various types of vehicles and heavy equipment;

Coordinates projects and activities with other departments within the municipality and other outside agencies;

Trains new employees in the use of tools and equipment as well as safety protocols to be followed when using said tools and equipment;

Orders supplies, maintains operating records and prepares written reports;

Patrols streets to inspect for needed maintenance;

Collaborates with the community and local government to address public works related concerns, investigates complaints to determine and recommend appropriate action;

Ensures compliance with local, state and federal regulations, permits and environmental standards, in all public works projects;

Implements and maintains safety protocols and quality control measures;

Maintains records and may prepare progress reports on current or proposed public works projects;

Attends various meetings (e.g., board, public, etc.);

May develop and manage the department's annual budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of construction and maintenance of streets, storm drains, curbs and other public works facilities; Thorough 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 two (2) years of street construction or related large-scale construction, or general maintenance experience in a municipal public works program, which included supervisory or administrative duties.

2. An Associate's degree in Engineering Science, Construction Technology or comparable curriculum and four (4) years of street construction or related large-scale construction, or general maintenance experience in a municipal public works program, which included supervisory or administrative duties.

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3. Graduation from high school or possession of an equivalency diploma and six (6) years of street construction or related large-scale construction, or general maintenance experience in a municipal public works program, which included supervisory or administrative duties.

PROMOTION: One (1) year of permanent status as an Assistant Superintendent of Public Works.

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

*This reflects a retitling of Superintendent of Public Works I, II, and III.