

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Public Works

POSITION TITLE: Superintendent of Public Works

SALARY: \$90,701 - \$114,372

THIS IS AN EXEMPT CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Public Works Management series and is responsible for planning, directing, coordinating, and evaluating the overall operations of the Public Works Department. Responsibilities include developing departmental goals, policies, operating plans, and budgets; planning and overseeing the maintenance and improvement of City infrastructure, facilities, vehicles, and equipment; directing emergency and seasonal operations; and ensuring the safe, lawful, efficient, and responsive delivery of public works services. The incumbent is expected to promote an organizational culture of customer service by setting clear expectations for timely, respectful, responsive, and solution-focused service to residents, businesses, and other City departments. Work is performed under the general direction of the City Manager with considerable leeway allowed for the exercise of independent judgment. Supervision is exercised over administrative, supervisory, technical, skilled, and labor personnel. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

(A) Graduation from a college or university accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation with a Bachelor's Degree in civil or environmental engineering, construction management, public administration, business administration, environmental science, or a closely related field, and five (5) years of progressively responsible experience in public works, infrastructure construction or maintenance, municipal operations, facilities, fleet, utilities, or a closely related field, three (3) years of which shall have been in an administrative or supervisory capacity; or

(B) Graduation from a college or university accredited as described in (A) with an Associate's Degree in one of the fields described above, and seven (7) years of experience as described in (A), four (4) years of which shall have been in an administrative or supervisory capacity; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

MINIMUM QUALIFICATIONS FOR PROMOTION:

(A) Two (2) years of experience in the position of Assistant Superintendent of Public Works; or

(B) Five (5) years of experience in the position of Maintenance Supervisor with responsibility for heavy equipment, street maintenance, snow and ice control, facilities, fleet, sewer, or solid waste operations; or

(C) An equivalent combination of experience in the above titles.

DRIVER'S LICENSE REQUIREMENT- Must possess and maintain a valid NYS Driver's License.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

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SPECIAL NECESSARY REQUIREMENT:

Must be available to respond outside normal working hours during severe weather, infrastructure failures, and other emergencies;

RESIDENCY REQUIREMENT:

As a City officer, the incumbent should reside within the City of Watertown in accordance with the New York State Public Officers Law and the City Charter, except as otherwise provided by local law adopted by the City Council.

A complete job specification is included below. Please reach out to civilservice@watertown-ny.gov



Superintendent of Public Works

Job Specification
Classification: Exempt
Series: Public Works Management
Level: 2 of 2

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EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Plans, directs, coordinates, and evaluates the operations of the Department of Public Works, including assigned functions involving streets, sidewalks, curbs, parking facilities, municipal buildings and properties, vehicles and equipment, traffic control devices, storm and sanitary sewer mains, and refuse, recycling, and yard waste collection;
- Develops departmental goals, priorities, work plans, performance standards, policies, and procedures consistent with City objectives and available resources;
- Plans and directs snow and ice control, storm response, infrastructure failure response, and other emergency public works operations; determines staffing, equipment, and material needs and coordinates activities with other departments and agencies;
- Prioritizes and assigns work; selects, trains, supervises, and evaluates staff; ensures that employees follow established policies, procedures, collective bargaining agreements, and safe work practices; and makes hiring, promotional, corrective, and disciplinary recommendations;
- Promotes effective working relationships; responds to employee concerns; maintains appropriate confidentiality; and refers personnel matters through established administrative channels;
- Performs field inspections of work sites; examines the work of crews and contractors; responds to complaints or concerns; and verifies that proper procedures, plans, specifications, policies, and safety practices are followed;
- Prepares and administers the departmental operating and capital budgets; monitors revenues, expenditures, overtime, contracts, and equipment costs; and recommends corrective action as needed;
- Develops and maintains short-range and long-range maintenance, capital improvement, equipment replacement, and asset management plans;
- Establishes project scope, priorities, schedules, cost estimates, and operational requirements and coordinates directly with the City Engineer, consultants, contractors, utilities, and other City departments;
- Reviews plans, specifications, estimates, bids, contracts, change orders, payment requests, and project reports within the authority assigned to the position;

- Develops purchasing specifications and works with the Purchasing Department to procure materials, supplies, equipment, and services in accordance with applicable laws and City policies;
- Ensures compliance with applicable federal, state, and local laws, rules, permits, safety requirements, environmental requirements, and traffic control standards;
- Develops and oversees preventive maintenance programs for City vehicles, heavy equipment, facilities, and assigned infrastructure;
- Advises the City Manager regarding departmental operations, staffing, risks, service levels, infrastructure conditions, and capital needs;
- Prepares, reviews, and presents reports, recommendations, correspondence, records, and operational and financial data;
- Represents the department at meetings and conferences and serves as liaison with City departments, elected officials, contractors, outside organizations, regulatory agencies, and the general public;
- Establishes and promotes customer service standards throughout the department and ensures that public inquiries, service requests, and complaints are addressed in a timely, professional, and responsive manner;
- Conducts research, attends seminars and training, evaluates new equipment and practices, and implements improvements as appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern principles and practices of public works administration and municipal service delivery;
- Principles and practices used in the construction, maintenance, and repair of streets, sidewalks, sewers, buildings, grounds, traffic control systems, vehicles, and heavy equipment;
- Snow and ice control, solid waste collection, fleet maintenance, facilities maintenance, and emergency public works operations;
- Municipal budgeting, purchasing, competitive bidding, contract administration, capital planning, and project management;
- Principles of supervision, employee training, performance evaluation, organizational planning, and labor relations;
- Applicable federal, state, and local laws, rules, regulations, permits, and safety requirements;
- Occupational safety, risk management, accident prevention, and emergency response principles;
- Plans, specifications, cost estimates, construction documents, and technical reports;
- Records management and statistical data collection and analysis;
- Computer applications used in public works, which may include work order, asset management, fleet, geographic information, financial, and office systems.

Ability to:

- Plan, direct, coordinate, and evaluate the work of a large and operationally diverse municipal department;
- Prioritize and assign work and establish clear performance and service expectations;
- Select, train, supervise, and evaluate subordinate supervisors and employees;
- Develop and administer operating and capital budgets;
- Plan and manage large-scale public works projects and maintenance programs;

- Analyze operational, personnel, financial, and technical problems; identify alternatives; evaluate consequences; and implement appropriate recommendations;
- Read, understand, and apply plans, specifications, contracts, policies, laws, rules, and regulations;
- Prepare clear and accurate correspondence, reports, specifications, budgets, records, and presentations;
- Exercise sound judgment during emergencies and under time constraints;
- Promote a positive organizational culture centered on public service, accountability, responsiveness, and respectful communication;
- Establish and maintain effective working relationships with employees, labor representatives, contractors, public officials, regulatory agencies, and the general public;
- Communicate effectively, both orally and in writing;
- Maintain confidentiality and exercise appropriate discretion;
- Use computer systems and technology applicable to departmental operations.

The employee must be able to perform the essential functions of the position, with or without reasonable accommodation. The work includes office and field activities, travel to work sites, exposure to construction and public works environments, and availability during severe weather and other emergencies.

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Classification history:

Revised: 3/20/2012, 9/15/2026