



Assistant Superintendent of Public Works

Job Specification
Classification: Competitive
Series: Public Works Management
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the first level of the Public Works Management series and is responsible for overseeing the operations of an assigned function in public works. Work is performed under the general supervision of the Public Works Superintendent with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. The Assistant Public Works Superintendent acts as Public Works Superintendent in his/her absence. Responsibilities include assisting with the development and administration of the department budget; developing, assigning, and directing construction or maintenance projects; overseeing contract enforcement; and interpreting and implementing regulations and standards for construction development and project management. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include; prioritizing and assigning work to subordinate Supervisors, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.
- Coordinates and facilitates training on safety and/or other applicable issues. Serves as Department representative on the City Safety Committee.
- Represents department in/on a variety of meetings, committees, and/or other citizen groups to convey information, organize work schedules, and/or respond to concerns.
- Develops, implements, and administers operating policies and procedures and departmental goals.
- Works with Supervisors to develop project plans for the upcoming year, including budgeting for materials and allocating appropriate resources to accomplish projects identified in the budget. Examples would include development of a paving plan and serving as project manager to accomplish the planned tasks.
- Coordinate snow plowing and snow removal operations including scheduling resources and equipment.
- Works with Fleet Manager to procure budgeted vehicles and equipment for City Departments.
- Organizes and schedules refuse collection operations, including daily pick ups, seasonal collections, semi-annual bulk item drop offs, and private property clean-ups as directed. Prepares daily and monthly reports on solid waste collection statistics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Supervisory principles;
- Budgetary practices and principles;
- Training methods and techniques;
- Applicable tools, equipment, and materials and processes utilized in public works operations;
- Safe work practices;
- Record keeping and statistic collection principles and practices;
- Municipal sewage system maintenance;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

- Street construction and maintenance including roadway drainage;
- Manual of Uniform Traffic Control Devices;

Ability to:

- Monitor and evaluate the work of subordinate staff;
- Utilize computers and software applications related to asset management;
- Prioritize and assign work;
- Develop plans for Public Works projects to include budgeting, allocation of resources and management of assets to accomplish the task.
- Operate applicable tools and equipment related to administering Public Works operations;
- Train others in policies and procedures related to the job;
- Interpret and apply safe work practices;
- Interpret and understand construction drawings;
- Prepare a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate and work collaboratively using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in engineering or closely related field and 3 years of experience in public works or general construction to include project design, and/or project management, 1 of which must have been in a supervisory capacity; or
- (B) Associate's Degree in engineering or closely related field and 5 years of experience in public works or general construction to include project design, and/or project management, 1 of which must have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience as defined by the limits of the above.

MINIMUM QUALIFICATIONS FOR PROMOTION:

- (A) Six (6) years experience as a Public Works Street & Sewer Maintenance Supervisor;

Driver's License Requirement- Must possess and maintain a valid NYS Driver's License.

Classification history:

Revised: 1/16/2007; 3/20/2012; 1/19/2023

