



# 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. Responsibilities include developing and administering 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, 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.
- Oversees and monitors the operation, servicing, troubleshooting, and maintenance of applicable vehicles, equipment, and tools to ensure proper operations, which includes: analyzing and reviewing work processes; preparing and submitting work orders, reports, and claims; scheduling maintenance; interpreting raw data; monitoring activities for compliance with applicable laws, ordinances, codes, rules, regulations, policies, procedures, and standards; ordering supplies and inventory; and/or, performing other related duties.
- Coordinates and facilitates training on safety and/or other applicable issues.
- 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.
- Prepares and implements budget for upcoming year, including allocating resources and approving expenditures.
- Organizes and schedules landfill 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 utilized in public works and landfill operations;
- Safe work practices;
- Inventory control principles related to vehicles parts and supplies;
- Record keeping and statistic collection principles and practices;
- Safe operation of assigned equipment related to the position.

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

Ability to:

- Monitor and evaluate the work of subordinate staff;
- Prioritize and assign work;
- Operate applicable tools and equipment related to solid waste collection and public works projects;
- Use a computer and related software applications;
- Train others in policies and procedures related to the job;
- Interpret and apply safe work practices;
- Work collaboratively with other departments, the public, and external contractors;
- Prepare a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate 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 activities including project management and maintenance and construction, 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 activities including project management and maintenance and construction, 2 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) Four (4) years experience as a Maintenance Supervisor; or
- (B) Six (6) years experience as Senior Engineering Tech within the Department of Public Works.

Licensing Requirements: Valid NYS driver's license.

**SPECIAL NECESSARY REQUIREMENT:**

None required.

**Classification history:**

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