



Street and Sewer Maintenance Supervisor

Job Specification
Classification: Competitive
Series: Maintenance
Level: 8 of 8

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Street and Sewer Maintenance series and is responsible for the overall project development, scheduling, assigning, and review of maintenance and construction projects in the Public Works Department. Responsibilities may include scheduling multiple work projects; developing project and annual budgets; coordinating with contract staff; and reviewing project designs. Work is performed under the general supervision of the Assistant Superintendent or the Superintendent of Public Works. 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.
- Reviews and evaluates project plans; gathers and compiles information, schedules timelines and staff, and ensures proper materials and equipment.
- Coordinates section activities, such as tracking work and change orders, purchase orders, relaying communications, researching information, and providing related support.
- Oversees and inspects assigned worksites to ensure work is on track, advises on appropriate construction and maintenance practices, and monitor equipment and materials.
- Responds to and resolves inquiries, requests for service, and complaints from staff, general contractors, vendors, and/or the general public.
- Oversees the maintenance and upkeep of equipment and inventory; tracks stock levels on and off site and delivers materials when needed.
- Administers and monitors the section budget including allocating resources and approving expenditures; prepares budget for upcoming year by assessing needs of department, researching options, projecting worksite expenses, and making recommendations.
- Plans and supervises snow response operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Supervisory practices and principles;
- Budgetary principles for project and department planning;
- Computers and applicable software programs;
- Operation and maintenance requirements of trucks and heavy power-driven equipment;
- Inventory maintenance principles;
- Concrete and street equipment and operations;
- Medium and heavy equipment operation for snow and ice removal, street paving, and other specified tasks;
- Practices, methods, and materials used in construction and maintenance work;
- Traffic laws, ordinances, and rules involved in truck and heavy equipment operations;
- Safe work practice and procedures.

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

Ability to:

- Prioritize work and assign tasks;
- Apply supervisory principles;
- Maintain and track inventory levels for assigned projects;
- Track and monitor budgets;
- Assist in the training of others in the safe operation of equipment;
- Apply and explain practices and procedures in construction, building maintenance, and/or snow removal;
- Operate a computer and related software applications;
- Operate small hand and power tools and other related equipment;
- 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, Mechanical Technology or Environment / Landscape and three (3) years of progressively responsible experience on a work crew, one (1) of which shall have been in a supervisory capacity; or
- (B) Associate's Degree in Engineering, ~~or~~ Mechanical Technology or Environment / Landscape and five (5) years of progressively responsible experience on a work crew, two (2) of which shall have been in a supervisory capacity; or
- (C) High school diploma or GED and seven (7) years of progressively responsible experience on a work crew, two (2) of which shall have been in a supervisory capacity.

MINIMUM QUALIFICATIONS FOR PROMOTION: Either:

Department of Public Works:

- (A) Four (4) years of progressively responsible experience on a public works work crew, two (2) of which shall have been in the position of Crew Chief; or
- (B) Four (4) years of experience in the position of Senior Engineering Technician.

Licensing requirements: Must possess valid NYS driver's license appropriate for vehicles to be driven.

Classification history:

Revised: 4/17/2012; 7/21/2015

